

# Maine Commission for Community Service

January 15, 1997

## Meeting Minutes

Draft Date	Drafted by	Acceptance Date	Revisions Made?
January 30, 1997	Grace Braley		

The regular monthly meeting of the Commission convened at 9:30 am in the Conference Room of the State Planning Office, 184 State Street, Augusta.

### Members Present:

Mark Hews	Kathryn Tremper	Kate Roberts
Al Millette	Bill Michaud	JoAnne Peterson
Norman Duzen	Patricia Toto	Judy Stebbins
Dawn Girardin	Joyce McPhetres	Susanne Sandusky
Peter Bender	Ed Maroon	Susanne Kibler-Hacker
Diane Andrews		

### Members Absent:

Edith Scott	Greg Lavertu	Paul Chretien
Lawrence LaPierre	Everett Flannery Jr	Perry Gates
Susan Jennings	Catherine Lebowitz	Tammy Newton

### Guests and Staff:

Ken Spalding	Anne Larravee, Director of Boards & Commissions
Pat Webber	Dr. Terrence McTaggart, Chancellor, Univ. of Maine System
Maryalice Crofton	Grace Braley

### I. Welcome, Announcements, Agenda Adjustments

Chairman Hews called the meeting to order. Introductions were made as new and former members were present for this meeting.

Anne Larravee, Director of Boards and Commissions from Governor King's office was introduced. She expressed her appreciation for the volunteers who serve throughout state government. There are approximately 350 boards with about 5,000 people across the state who serve as volunteers on those board. She greeted the new Commission members with a message from Governor Angus King.

"New programs and more funding can never solve all of the problems this society faces. Gov. King has spoken often about the tradition of volunteering in this State of Maine and the Maine Commission for Community Service embodies that tradition of helping our neighbors, of helping ourselves when we can, and even helping total strangers simply because there is a need. I bring you his thanks for volunteering first of all, yourselves to serve on this Commission, as well as his encouragement and support for the tasks that are in front of you. I know that you are going to be working towards defining the role of community service in addressing critical unmet needs here in the State of Maine. I offer the encouragement and support of the Governor."

She then swore in the new Commissioners, making their appointment official.

Maryalice Crofton reported that Governor King's announcement of "Communities for Children" would be January 16 in Portland at the Jack Elementary School. This is an initiative the Commission has been a partner in creating since July when the Cabinet solicited assistance. JoAnne Peterson said she would attend to represent the Commission.

Bill Michaud told the Commission about statewide training March 3 and 4 at Samoset. He said the planning committee is facilitated by AmeriCorps Leader, Steve Niles, and he encouraged all to attend to share the event and learn from the assembled AmeriCorps and Learn and Serve participants, "a tremendous excitement that can feed us in a huge way, learning about the programs in which they are engaged, to hobnob about their activities and needs in the field." There is no fee for Commissioners. It was suggested that this would be an opportunity for Phase II of the Liaison Training with Gerry Kolcher. He encouraged Commissioners to let him know if they have any ideas for workshops.

## **II. Business Reports**

The minutes were distributed, and both November minutes and December minutes were approved with corrections. It was noted that both sets of minutes were labeled November when in fact one set was for December.

In the absence of the Nominations Committee, Chair, Paul Chretien and Larry LaPierre, Maryalice was asked to re-read the Commission Officer nominations from October's meeting. Elections of officers take place in January, according to the Commission Operating Procedures. The Committee had recommended Mark Hews for Chairperson, Perry Gates for Vice Chairperson, Edith Scott for Secretary. Commissioner Norm Duzen asked if there were further nominations from the floor. None were made. He then moved their acceptance and to cast one ballot for all names. This was seconded and approved.

## **III. Focus on Mission Responsibilities**

An orientation to national service programs was presented by Mark Hews, Peter Bender, and Maryalice. They interpreted the programs, goals and activities with visual information and handouts.

Chancellor of Maine University System, Terrence McTaggart, was introduced to make a presentation to the Commission. He said he appreciated the significant role of volunteers in the community and that he had seen the public spirit in Maine as people recently stepped up their giving and offering to raise private money for research and to create jobs through the universities.

He said that one initiative they were thinking about was community service scholarships, requesting state funds to provide education grants in return for twenty-hours a week. He said education is stronger when the student participates in the community, and it is also a benefit to the community. He invited advice and discussion with the Commission on the scholarship idea.

Maine is sixth in the nation in the number of high school graduates, with test scores as good as any in the US, however, Maine is forty-ninth in the number of graduates going to post high school education. Only 39% of high school graduates go on to some form of post secondary education. McTaggart said this was an unbelievable disparity, partly due to money. He wondered why young people lose the sense of relevance of college, adding that Maine is ten percent behind the rest of New England in bachelors' degrees and not coincidentally, also ten percent behind in per capita income.

He spoke about aspirations and parents' concern that their children will go away, when what is needed is opportunities here in Maine. He said the tuition is the most affordable in the Northeast but Maine still has lower incomes. Tuition averages \$3200 for a full time first year student, \$10,000 for nonresidents. He suggested that perhaps donations of money could be tied to scholarships by county. Smaller towns are not growing. Creating jobs is essential to stimulate the economy.

He expressed a strong interest in service-learning and receiving more information on the Learn & Serve program. He stated that increased service learning may very well be one of the major initiatives he would seek to undertake.

After questions and discussion about the role AmeriCorps crews could play in relationship to campus agendas for community service as well as the new Corporation for National Service scholarships for high school seniors, Mark Hews thanked the Chancellor. Chairman Hews noted there seems to be a potential for joint efforts and proposed that a time be set to discuss the issues.

Patricia Toto pointed out that the technical colleges might also be a partner for the Commission. She has just retired from Kennebec Valley Technical College where she'd been responsible for starting the Learn & Serve and experiential education programs. She feels there are a lot of common interests to be explored especially since only 3% of the graduates from that school took jobs out of state. Maryalice noted that the tech college system is on the list of entities the Commission is reaching out to.

Judy Stebbins asked how a youth group for which she'd been a guest speaker could tie into the Commission. Maryalice suggested the contact name be given to Grace so they could be included in the youth service alliance the commission is intending to launch.

Diane Andrews, a new Commissioner who works for the Maine Chamber and Business Alliance, announced a new initiative with corporate volunteers. It is implemented through MCBA's partnership with the Maine Volunteer Connection, one that will encourage corporate responsibility and will have a volunteer council of business people. One of the Volunteer Connection VISTAs is placed in this project.

BREAK

When the meeting resumed, some points of information were covered. Commissioners may submit expense forms to have their travel cost reimbursed. Those Commissioners who come from a long distance can also have one overnight covered. JoAnn Peterson recommended new members consult with Pat Webber who is extremely helpful in this area.

Mark asked for feedback on what issues the Commissioners would like more information on. The scope of our work is very diverse and it is easy to become confused when one is new and trying to learn everything at once.

Diane stated it is important for the Commission to be known. She recommended an education process in which Commissioners speak at local chambers of commerce. She said, of sixty, almost 49 probably don't know about the Commission. She also suggested public relations articles about the Commission.

Dawn Girardin urged the commission to look at the issues developing in the near future. She spoke of ASPIRE, that it is getting larger and that there could be a place in the community, as people now have to go to non-profits but there could be a way to get into the real business world. She said twenty hours are required now but this could go to thirty or thirty five. She urged preparation for a changed climate by the year 2000. In Aroostook, the volunteer director's association hosted a breakfast on mandatory community service -- schools, probation, ASPIRE, etc. She asked whether job development was on the Commission priority list. There was also mention of sometimes too many volunteers. At the same time, child care, especially in the evening, after 4 or 5 p.m., was almost nonexistent.

Al Millette asked if the Commission could discuss or clarify its relationship to existing volunteer groups like those who are involved in his agency's programs (Catholic Charities). He has not seen any reference to this issue so far.

Joanne brought up the coming grant application process saying "Invariably, people's response is, 'You give away money? How do we apply?' How do we advise them?" The AmeriCorps Request for

Proposal guidelines are drafted and waiting for clearance so they can be distributed. The Learn & Serve programs have another year to go before there is open competition.

Mark spoke of the Commission's view of grants as investments, that certain things would stand a chance of success, that can demonstrate to Maine's communities a model that can work for them, a model of community development and human service. He said it is important to not look at what can be done merely as AmeriCorps or Learn and Serve because they are "the tip of the iceberg when it comes to the opportunities and the challenges before us." He said the struggle for each Commissioner is to keep the balance between our funding activities and the need to stay focused on the vision. "It's about where we are headed and what the Commission is really about is building the capacity of the state for community service, promoting citizen activists. What we try to do with our technical assistance and the programs or resources we either know about or have direct access to, is to help construct highways and byways, the communication links between all the various players out there." That is a large part of what the State Unified Position on service will try to address. The plan under which the commission has been operating was not created by the commission but by the group which planned for the Commission's creation. This is a really exciting opportunity for the Commission to develop its own plan.

Maryalice said that the programs already operating need support and that an initial priority is also a youth service network as a counterpart to the adult service network. She said the Commission for the first time, has the opportunity to address these issues.

#### **IV. Monitoring/Evaluation Responsibilities**

The liaison role was briefly discussed, stressing the importance of being familiar with a program so as to be able to relay information to the Commission.

Al Millette spoke of the end of the AmeriCorps USDA program on 12/31/96, regretting the loss of twenty members around the state working on water quality. He said it had been complicated at the federal level and that Richard Baird was disappointed in the decision. There are still three VISTAS working and they hope for more. The program has produced very positive results.

Al also reported that in Androscoggin, AmeriCorps Members built a Head Start playground in one day and the community was very pleased.

Ken Spalding proposed contacting USDA sites regarding cooperation with the Maine Conservation Corps.

JoAnne Peterson reported on Portland West's program with juvenile offenders doing community service. She had met with staff about how the grant program was carried out, meeting criteria and financial record-keeping requirements. She said it had taken awhile to get funding due to compliance concerns, but that the program was going on and that she had been reassured that requirements are now being met. She feels that they very much want to continue the programs and there had been misunderstandings about how to move forward. There is a new sponsor agency director, now.

Grace Braley said that she is integrating materials from five different states to prepare a draft monitoring guide. Kate Roberts made presented the information requested from Michigan on program expectations. (See attached summary of her notes.) Michigan, which has a staff of nine, has much more stringent expectations of grantees. They also track performance very closely which is possible since they can have one person for monitoring and evaluation, another for fiscal monitoring. She said that even with comprehensive program administration, Michigan has not been totally successful in getting grantees to work on sustainability. She said they calculate that the first year is starting out, the second is meeting objectives and the third is sustainability, which is the most flexible. She said they have difficulty with programs being able to get their match money.

Mark suggested the Commission look at what Michigan is doing, combine it with what we are currently doing and the work that is slated for the session with the national consultant in March, and

come back with some recommendations in April on Commission policies on how it fulfills its program monitoring role.

## V. Planning/Future Initiatives

Mark reported that the Memorandum of Understanding with the State Planning Office had cycled through its third revision process in seven months. The Planning Office staff would not commit a specific time frame for meeting Commission representatives. **Moved by Stebbins:** Adopt the Memorandum of Understanding with the State Planning Office. Seconded. The Memorandum was adopted.

Regarding the State Unified Position report. Peter Bender reported that the Corporation for National Service staff, Commission representatives, State Department of Education and Campus Compact are coordinating this effort. It responds to a directive from CNS is to have one plan that represents the all streams of service and the larger volunteer community. It is to focus on what service is all about. Meetings so far have been around forming a strategy for broad outreach, getting advice, consultation, input from Maine citizens. Seven meetings will be scheduled across Maine by the end of summer. Dates will be announced. The result will form the unified plan showing the complimentary result of collaboration.

Maryalice asked about mailing the minutes of the Unified Plan Task Force, saying she got feedback about sending too much and/or about keeping people in the dark. The request was to mail the minutes in the monthly package.

It was noted that the federal agency recognizes the labor-intense nature of the Plan and has given each state \$6,000 to help underwrite expenses. The Task Force has agreed to put some of those funds towards an intern who could track the details, documentation, and keep all parties informed. If anyone knows someone who'd be interested in this kind of experience, please have them contact Maryalice as soon as possible.

Mark explained that the Program Oversight Task Force needs authorization to engage in that process, including using non-Commission members as grant reviewers. There is also the issue of re-examining last year's decision to not accept renewals. Programs that have been operating for three years and wanting to continue must re-compete. Two programs in Maine are three years old, however, the Governor's special program, Blaine House Service Corps, funded under a special grant, is only one year old.

At the time the Blaine House program was funded, it was expected that they could renew under that special grant title. Since then, the federal agency has said this type of program should renew under the AmeriCorps competitive process. The program is not precluded from re-applying under its original grant title but has been told its chances of continuance in that funding pool are not great since the amount of money has been severely cut (50%). An application as a competitive would not impact the set-aside formula funds (\$450,000) which the Commission wants to target for new applications.

Action by the Commission would give the program access to all three choices created by the federal agency. The program can then choose if it wants to:

- 1) compete as a special program, even though the national funds were cut 50%
- 2) apply as a competitive renewal which means funds come from national AmeriCorps pool
- 3) apply under the competitive category as a new program

JoAnn asked if the Commission would have a report from the program if it applied as a renewal. Maryalice explained it would go through the same peer review process used for renewals last spring. That process entails rating of past performance and future plans, an interview of key staff, and recommendations to the Commissioners by reviewers.



Judy said she felt awkward as a new Commissioner, but wanted to know on what basis the Commission made its decision not to accept renewals. She said it could create problems to make an opportunity for one program to renew and not others, on the same terms. Maryalice explained that it was a Maine decision to have no renewals and that programs three years old were required by federal rule to re-compete. When the decision was made, it was with the knowledge that both existing AmeriCorps programs would be three years old and, therefore, subject to the recompetition rule. She said that if the Blaine House program is in compliance, there is a good opportunity for refunding.

The question was re-asked by Susanne about use of the formula funds. Mark explained the decision was made on the small amount of formula funds which come in to the state and how to best make use of them. It was clarified that the commission can specify that the Blaine House program can apply only as a competitive renewal and the formula funds will not be effected.

**Moved by Roberts:** Allow Blaine House the option to apply under the national competitive renewal process, if they want to. Seconded and approved.

The charge to the Task Force was to certify the credentials of peer reviewers, monitor the review process, and recommend proposals which would be brought to the Commission for a vote on March 19 and then submitted to the national office. Mark asked if any Commissioners would join the Task Force for the review process. **Moved by Stebbins:** Authorize the Task Force to conduct the grant review process.

## **VI. Agenda Items for Next Meeting**

Items that were recommended for the February agenda: Continue orientation, Task Forces -- list of which are operating and their responsibilities, Commission's Marketing Task Force, Liaison and program oversight report on monitoring process, discussion of staff role and liaison role, sustainability. Grace suggested the value of moving meetings (as discussed last year) to different locations for the community relations benefit and connecting with others and even program presentations. Suzanne Kibler-Hacker said the Unity would be willing to host a meeting. It was decided not to be February.

Mark thanked the new commissioners for bearing with the hefty agenda. Encouraged all to take advantage of lunch.

**Adjournment:** The meeting adjourned at 12:45 pm.

# Maine Commission for Community Service

February 19, 1997

## Meeting Minutes

Draft Date	Drafted by	Acceptance Date	Revisions Made?
March 1, 1997	Grace Braley		

The regular monthly meeting of the Commission convened at 9:40 am in the Conference Room of the State Planning Office, 184 State Street, Augusta.

### Members Present:

Mark Hews	Everett Flannery	Susan Jennings
Susanne Kibler-Hacker	Catherine Lebowitz	Ed Maroon
Bill Michaud	Kate Roberts	Susanne Sandusky
Edith Scott	Judi Stebbins	Kathryn Tremper

### Members Absent:

Diane Andrews	Paul Chretien	Norman Duzen
Perry Gates	Dawn Girardin	Greg Lavertu
Lawrence LaPierre	Joyce McPhetres	Al Millette
JoAnne Peterson	Patricia Toto	

### Guests and Staff:

Sue Card	Ken Spalding	Carol Goloff
Grace Braley	Maryalice Crofton	

## I. Welcome, Announcements, Agenda Adjustments

Chairman Hews called the meeting to order. Introductions were made. Mark announced that there was to be a conference call on this morning regarding the Presidents' Summit and added the Summit to the agenda.

Grace Braley reported on progress for the training conference, that people from different streams of service had registered to attend, that commissioners were also registering. She said the Facilitative Leadership workshop for the whole two days was going to happen and had a good list of applicants. There would be a panel of a Senior Corps Member, a former Learn & Serve participant, former AmeriCorps and former VISTA.

Maryalice Crofton reviewed the goals for the Commissioners' workshop at the statewide training. She noted that one of the speakers from New Orleans may be able to join commissioners and help provide a national perspective on Commission work.

## II. Business Reports

The January meeting minutes were distributed, but, there not being a quorum at that time, no vote was taken.

Mark briefly explained the liaison process and also explained how the Commission and its committees function and how task force meetings are scheduled, going over coming scheduled meetings.

Carol Galoff made a presentation about the Dirigo Prevention Coalition. She asked the Maine Commission for Community Service to become a partner. She said the Coalition is a collaborative effort of the Office of Substance Abuse, the DHS Bureau of Health, and the Juvenile Justice Advisory Group. All three have had a requirement that citizens form community-based coalitions or collaborations. They share the Commission's commitment to locally led efforts beginning with needs assessment and progressing through oversight of program implementation. They secured a three-year federal grant from ADAMHI's Center for Substance Abuse Prevention to develop a more comprehensive/coordinated agenda for prevention, starting with a statewide umbrella "coalition of local coalitions" which has become the Dirigo Prevention Coalition. After a delayed start, the organization has three staff -- Director, Community Training Specialist, and Evaluation Specialist.

Seven statewide entity partners are required. The role of a partner is described in a handout she distributed. (See attached.) Partners who are already committed are ME Dept. of Mental Health and Mental Retardation, Maine National Guard, Maine Arts Commission, the Governor's Initiative (Communities for Children), and the Juvenile Justice Advisory Group.

The Dirigo Coalition's focus will be training community groups in coalition building, providing information and data with user-friendly access, serving as a clearinghouse on available training and resources for community groups, and networking community coalitions. Partners must sign an agreement with the purpose and designate a representative participant to attend meetings. In the future, this could possibly be a vehicle to bring funds into the state and have a training specialist on staff.

Mark recommended that the Commission discuss this further at the March meeting and make a decision then. Susan Jennings indicated she'd be willing to serve as the Commission representative if the Commission decides to become a partner.

At this time, there was a quorum and the January minutes were approved. **Motion by Judith Stebbins to accept the minutes as mailed; second Susanne Sandusky, Passed unanimously.**

At this point, Task Force reports were given.

Collaboration: Susan Jennings reported on the group's most recent meeting. This task force has been participating in the informal Coalition on Volunteerism and Community Service whose members are MCCS, the Maine Association of Non-Profits, and the Maine Volunteer Connection. The purpose is to enhance communication among entities which are doing similar work on a statewide basis. There will be a special meeting in April to which potential new organizational members would be invited.

Marketing: Mark reported a meeting with Nancy Rosenzweig from Tom's of Maine, David Cheever, himself and Maryalice. The focus was on getting the Commission message out through information on National Day of Service and a larger event such as Make a Difference Day in October. A theme would be created this year to connect activities. The Commission would sponsor a post-recognition event, stimulating enthusiasm around volunteering.

Dawn Girardin asked about National Day of Service in April, and Grace explained that this theme would be housing, that information was currently being gathered, with a goal of having regional coordinators. Grace said there was no commitment as yet to help with food. Commissioners were urged to participate that day and could expect further information.

Program Oversight Task Force. The Commission authorized this task force to review the credentials of proposed members of the review panel and the process. The task force will meet after this Commission meeting adjourns.

Susan Jennings reported that the Blaine House Conference on Volunteers needed a representative on this year's committee (she had served last year). Kathryn Tremper offered to take this role, noting that the next meeting would be March 4. The Conference is scheduled for October 6 and 7 at the Augusta Civic Center.



### **III. Focus on Mission Responsibilities**

The Commission Orientation continued from last month. Mark prefaced the segment by noting he sees the job of the chair as one that keeps the group focused on its mission and vision. The details can get us bogged down and cause us to forget the bigger picture. It is important there be a balance and that the Commission does some "futuring" in order to keep a direction.

Maryalice distributed a summary of the CNS white paper on duties of State Commissions in two areas: the larger role of Commissions and supporting national service programs. It was reviewed with those present. (See attachment.) These duties are incorporated into the state law which created the Commission. There are other documents which govern the Commission operation and describe its duties: the Commission operating procedures, policies the Commission has adopted, and the Maine Administrative Procedures Act.

Kate Roberts asked for an outline of what Task Forces are active and their charges. Such a list would help Commissioners participate in business. Mark explained to new members that the Commission has chosen to operate in Task Forces rather than Committees in order to efficiently dispose of business. There are only two operating standing committees: nominating and legislative affairs. The list and description of task forces will be prepared for the next meeting. A request was made that such a list be mailed out along with a list of current membership. New members will be asked to sign up for a Task Force.

Mark announced there are several national meetings coming up which include Commissioner participation. As chair, he is the designated invited person but cannot attend because of work commitments. The suggestion was made that the Commission establish an Ambassador role whereby members who are not officers can represent the Commission at various national gatherings. The first three opportunities are a meeting between Commissioners and the federal agency's board in Kansas City in March; the Presidents' Summit in April in Philadelphia; and a meeting of all Commissions and their staff in Midland MI in May. Three Commissioners volunteered to share Ambassador duties: Susan Kibler-Hacker, Judi Stebbins, Kate Roberts. Susan will cover the Kansas City meeting and Kate will represent the Commission on the Governor's delegation.

Mark gave an overview of the President's Summit. He described the purpose, selection of delegations, and changes in concept since it was first announced last October. He is representing the Corporation on the convening committee for Portland's delegation. The other sponsor representatives are Suzanne McCormack for Points of Light and Meg Baxter for United Way. Portland is the designated community because rural states were given one delegation -- their largest city. There followed a lively discussion about the impact of having largest cities represent rural states. The Governor's delegation will be headed by First Lady Mary Herman. The appointees have not been announced but Maryalice did participate in development of the suggestions from which the Governor and Ms Herman will pick.

Before taking a break, the Commission agreed to hold its March meeting at Unity College. This was in keeping with an earlier discussion that favored moving Commission meetings around the state.

### **IV. Monitoring/Evaluation Responsibilities**

After break, several Commissioners who are Program Liaisons reported. Edie Scott had met with KVCap's Youthbuild representative and is expecting to visit one of their completed projects. Susan Jennings visited both Learn and Serve sites for which she is liaison. Mark reported that College Conservation Corps is expecting to receive the assessment report of their program from the external

evaluator during the first week of March. Susanne Sandusky volunteered to be the Program Liaison for the For Fairfield Project Bond site.

The next item was an update on Project BOND, including a special review of a grant which has had problems. Sue Card, the consultant who manages implementation for the Commission, reported on the special issues with the Orono grant. After five months, the site has made no progress on implementation. Some delay was expected when the project director died a month after the grant was awarded. A new project director was appointed but the person has been completely unresponsive to requests for signed contracts, reports on implementation, and even just phone conversations. A letter was written in December to Orono stating that contact had to be established by a specific date. When that didn't happen, the grant partner -- the town recreation department -- was contacted. At this date, it doesn't seem likely the project could get off the ground or meet the requirements of Project Bond.

The Commissioners who reviewed the original grant applications were present and led a discussion of options. All favored defunding the grant and adding the moneys to funds available for Year 2 Project Bond grants. **Moved by Everett Flannery:** Funding be withdrawn from the Orono Project BOND site due to lack of progress on performance obligations. **Second, Kay Lebowitz.** During discussion of the motion, Kate reiterated that the committee had made some hard choices on selecting the sites that received awards. She feels strongly the grantees need to be held to a high standard since other worthy ideas were not selected for funding. **Motion passed unanimously.**

Sue proceeded to describe how plans for Year 2 and Year 3 were developing. The sites have been asked to develop their plans for both years over the next few weeks and submit them for review. The summer activities will be considered Year 2 with the 1997/98 school year designated as Year 3. Commissioners discussed adding the funds from Orono's grant to these awards. Kate, Edie, and Everett voiced support for this move. **Moved by Judi Stebbins:** The funds formerly directed to the Orono grant are to be added to Year 2 moneys available for Project Bond awards. **Second by Edie Scott. Motion approved unanimously.**

Ed Maroon requested a discussion to define School-Based and Community-Based Learn & Serve Programs, what is different, where they are headed, where they duplicate. Maryalice noted that all K-12 Learn and Serve programs must have academic credit, that Project Bond is collaborative with community organizations and focuses on youth at high risk of dropping out of school. This topic was designated for the next agenda.

Mark pointed out the need for volunteers to serve as reviewers for Learn & Serve applications in April. Everett Flannery, Kay Lebowitz, and Kate Roberts offered. Sue Card said she wants to plan a process for this.

Mark reported that two commissioners were needed to review the AmeriCorps grant *renewal* application. Judith Stebbins and Bill Michaud volunteered. Maryalice announced that orientation for grant reviewers is scheduled for March 6. Six other reviewers from outside the Commission have volunteered to serve. One renewal and an unknown number of new applications are expected.

## V. Planning/Future Initiatives

There was no report on the Unified Plan, but Ed Maroon and Liz McCabe Park were scheduled to meet. Mark said efforts were to have an inclusive process, that relationship building was needed with a concern to draw other partners in volunteering as well as other resources. The plan would be an umbrella piece to coordinate community service and volunteerism in a more consistent, more unified way.

Mark recommended inviting the Round Table Center to help draw in other people around the state. It was decided that Hank Warren or his designee would be invited to attend meetings. Mark also asked Susan Jennings to be sure the Coalition on Volunteerism is briefed and invited to help shape the effort.

Maryalice reviewed the New Orleans meeting of Commissioners and Commission staff. A central theme was federal reauthorization. Some of the concerns expressed for other states do not seem applicable in Maine.

#### **VI. Agenda Items for Next Meeting**

Items that were recommended for the March agenda: Task Forces and assignments of members, Response to Dirigo Invitation to be a partner; Learn & Serve orientation; federal reauthorization status; which grant applications to submit based on the reviewers' reports.

The March meeting will be held at Unity College, with directions to be sent out in advance.

**Adjournment:** The meeting adjourned at 12:30 pm.



**Maine Commission for Community Service  
Regular Meeting - Unity College, Student Center  
Wednesday, March 19, 1997 Agenda**



We want vibrant and productive communities  
with involved and responsible citizens.  
The mission of MCCS is to foster community service and volunteerism to meet  
human and environmental needs in Maine.

9:30	<b>Welcome, Announcements, Agenda Adjustments</b> <input checked="" type="checkbox"/> Introductions <input checked="" type="checkbox"/> Announcements and Meetings 1. Chairman Citations 2. Other <input checked="" type="checkbox"/> Additions or Deletions to Agenda	Hews
9:45	<b>Business Reports and Actions</b> 1. Minutes from February Commission Meeting 2. Changes in Commission Leaders: New Chairman Needed 3. Reports from Task Forces: a. Program Overview Task Force - AmeriCorps Grant recommendations 4. Ambassador Report -- Kansas City 5. Dirigo request for Commission as Partner <i>Report back in April -</i> 6. Fundraising for Parenters in Service Grant -- Status report	Scott <i>mod ALM; 2nd</i> Roberts - <i>mod SKH; second E.V.F.</i> Hews <i>ALM, Norm second</i> Kibler-Hacker Chretien - <i>Tide Mark E.V.F. 2nd SKH</i> Chretien
10:00	<b>Focus on Mission Responsibilities</b> 1. Orientation to Commission - Task forces now operating and their scope of work; assignment of Members	Roberts
10:45	<b>Break</b>	
11:00	<b>Monitoring/Evaluation Responsibilities</b> > Program Liaisons - <i>Paul moved, 12 Roberts 2nd</i> → <i>uncon.</i> 1. Report of Working Group from Samoset: Program Liaisons	Michaud/Roberts
11:30	<b>Planning/Future Initiatives</b> 1. State Unified Position report A. Partnership with the Roundtable Center 2. Presidents' Summit -- update and "what happens after?" 3. Learn and Serve review <i>postpone to April</i> 4. National Day of Service -- quick update; Commissioner involvement	Maroon <i>John more</i> Hews, Sandusky, Roberts, McPhetres TBA Crofton
12:15	<b>Wrap-up and Adjournment</b> <input checked="" type="checkbox"/> Agenda Items for Next Meeting: <i>budget bond - budgetive bid support;</i> <input checked="" type="checkbox"/> Meetings to Schedule before members leave:	

**Note: Lunch is provided by the Commission immediately following the meeting.**  
**Task Force Meetings are normally held from 1:00 - 3:00 pm**  
**Special Guest speaker via phone from California -- 1pm**

*11-2-1 #1 - Al Miller, second P1  
 OK #2 - Al Miller, second P1  
 OK #3 - Swanson, 2nd Bill  
 OK #4 - Norm, 2nd Al Miller*

# Maine Commission for Community Service

March 19, 1997

## Meeting Minutes

Draft Date	Drafted by	Acceptance Date	Revisions Made?
March 25, 1997	Brenda Ringrose		

The regular monthly meeting of the Commission convened at 9:30 am in the Student Center of Unity College, Unity.

### Members Present:

Diane Andrews	Paul Chretien	Norman Duzen	Everett Flannery
Dawn Girardin	Mark Hews	Susan Jennings	Susanne Kibler-Hacker
Catherine Lebowitz	Joyce McPhetres	Bill Michaud	Al Millette
JoAnne Peterson	Kate Roberts	Kathryn Tremper	Patricia Toto

### Members Absent:

Peter Bender	Perry Gates	Lawrence LaPierre	Greg Lavertu
Ed Maroon	Susanne Sandusky	Edith Scott	Judi Stebbins

### Guests and Staff:

Sue Card	Ken Spalding	Guy Quatrucci
Susan Therriault	Maryalice Crofton	Brenda Ringrose

## I. Welcome, Announcements, Agenda Adjustments

Chairman Hews called the meeting to order. Introductions were made.

## II. Business Reports

The February minutes were approved. **Motion by Al Millette** to accept the minutes as mailed; **second Everett Flannery, passed unanimously.**

Kate Roberts pointed out that Mark would be stepping down as chair. An adhoc nomination committee had recommended Paul Chretien chair the commission until the end of the year. Paul had agreed to this. Mark asked for other nominations and being none, the commission voted to elect Paul as commission chair. **Motion by Susanne Kibler-Hacker** to elect Paul; **second Everett Flannery, passed unanimously.**

At this point, Task Force reports were given.

Program Overview: The task force made four recommendations on AmeriCorps grant applications to the commission. The first recommendation was to submit the Workforce Development proposal (College Conservation Corps) as a national competitive application with Commission support. The second was to respectfully decline to authorize education awards to Portland West unless project operated by another sponsor. The third was to forward Coastal Enterprises, Inc renewal application for Blaine House Service Corps with support from the Commission. The final recommendation was to reissue call for proposals for AmeriCorps State Formula funds.



Al Millette asked what the likelihood of another sponsor for Portland West was. Mark stated there was a meeting with the executive director of Portland West this afternoon to discuss this. Maryalice pointed out that she had been told on the phone by CNS that an application for money would be rejected if it was sent. Kate pointed out that one of the issues with the Ed Award proposal was their ability to raise \$200,000. **Motion by Al Millette** to pass the four recommendations; **second Norman Duzan, passed unanimously.** At this time, Ken Spaulding requested the commission consider putting formula money towards the Workforce grant because the national competition will be extremely competitive.

Guy Quattrucci said that Coastal Enterprises, Inc. was willing to discuss expanding operations on any funding proposal.

Several members of the Commission expressed concern. If Workforce Development was turned down at the national level, could it be considered at the state level? Maryalice pointed out that the state formula deadline was in June so that would be possible. Ken stated that putting additional funding to the program shows that the state believes in the program. Several members felt that by passing it on they were showing support.

At this point Norman stated that he felt the recommendations should be voted on separately and withdrew his second. Al withdrew his motion. **Motion by Al Millette** to submit the Workforce Development Center proposal (College Conservation Corps) as a national Competitive application with Commission support; **second Paul Chretien, passed 11-2. Susanne Kibler-Hacker abstained.** JoAnne Peterson asked if a letter would be sent from Commission. Maryalice said that would be done along with all reviewer comments and assessment of the strengths of the proposal. Paul Chretien emphasized the need for a strong recommendation.

**Motion by Al Millette** to respectfully decline to authorize education awards for Portland West unless project operated by another sponsor; **second Kate Roberts, passed unanimously.**

**Motion by Susanne Kibler-Hacker** to forward Coastal Enterprises, Inc. renewal application for Blaine House Service Corps; **second Bill Michaud, passed unanimously.**

**Motion by Norman Duzan** to reissue call for proposals for AmeriCorps State Formula funds; **second Al Millette, passed unanimously.**

Susanne Kibler-Hacker gave the Ambassador report on the Kansas City meeting of state commissioners and the federal board. There was discussion on creating a model state commission that would take on more responsibility. There was a general feeling among the state commissions that they feel disconnected from the President's Summit. The Northeast also discussed forming their own regional commission network.

Mark discussed the President's Summit briefly. He encouraged people to contact himself or Kate with recommendations to the governor's delegation. Mary Herman will be hosting a meeting for all the delegates from Maine on April 11.

It was decided to discuss the Dirigo Coalition in the Collaboration Task Force and come back to the commission with a recommendation. **Motion by Everett Flannery** to table Dirigo Coalition until collaboration task force could review it; **second Susanne Kibler-Hacker, passed unanimously.**

Paul Chretien gave a report on Fundraising for Partners in Service Grant. He is looking for three corporations to come up with \$15,000. The three companies that he is meeting with are the Mead Corporation, NYNEX, and Champion Paper.

### **III. Focus on Mission Responsibilities**

#### **Task Force Assignments**

After break, there was a request to provide more descriptions of task groups and people get more actively involved. Kate had mailed out descriptions and sign up forms to people. She stated that she felt

Program Oversight would require quite a few people in the group. Kate will compile the sign-up forms, call absent Commissioners, and have the assignment list for next meeting.

Mark reminded everyone that CNS had requested every state develop a unified state plan by February of 1998. He would like to get the communities involved. The description of the process is in place.

#### **IV. Monitoring/Evaluation Responsibilities**

At this time Kate gave a report from the Working Group on Program Liaisons. The material distributed for review included a new role description, site visit report, and proposed policy on handling privileged information. There was a lot of detailed discussion about the role and tasks of program liaison. The group decided that they should provide support and guidance and be a link between the Commission and the program. The liaison would do quarterly on-sight visits and if they were having problems they would help connect them to the right people. In addition there is a site visit report that needs to be completed. Sue Card said that the quarterly reports she receives from sites are available to be reviewed, if desired. Norman asked for clarification on who has responsibility for quality of the Commission. Maryalice said the staff were responsible for fulfilling terms of grant and compliance. Kate added that the liaisons have a responsibility to see that these programs are successful. **Motion by Paul Chretien to accept the entire report on Program Liaison description; second Kate Roberts, passed unanimously.**

#### **V. Planning/Future Initiatives**

Next there was a report on the Unified Plan. Maryalice said a project manager was needed between now and July 1 and there are funds available from the Corporation grant. The project manager would recruit facilitators, prepare and gather up information. **Motion by JoAnne Peterson to contract with Anne Schnink as the project manager; second Susanne Kibler-Hacker, passed unanimously.**

Mark gave an update on the Presidents' summit. Anyone with ideas should get them to Mark.

The Learn and Serve review was postponed until the April meeting.

Maryalice gave an update on National Day of Service. This year's topic is housing related assistance. Commissioners should contact their local area and get involved. The logo for National Day of Service needs to be reduced into a sharp, clear image. Anyone who has access to a graphics art person can contact Maryalice. Everett Flannery volunteered to explore a donation.

#### **VI. Agenda Items for Next Meeting**

Items that were recommended for the April agenda: Reviewers of Bond continuation plan will bring recommendation to Commission; Response to Dirigo Invitation to be a partner; Learn & Serve review; how to support the state formula bid.

The April meeting will be held at the State Planning Office in Augusta.

**Adjournment:** The meeting adjourned at 11:50 a.m.



**Maine Commission for Community Service  
Regular Meeting - State Planning Office, Augusta  
Wednesday, April 16, 1997 Agenda**



**We want vibrant and productive communities  
with involved and responsible citizens.**

The mission of MCCS is to foster community service and volunteerism to meet human and environmental needs in Maine.

9:30	<b>Welcome, Announcements, Agenda Adjustments</b> <input checked="" type="checkbox"/> Introductions: Guests, Interns <input checked="" type="checkbox"/> Announcements and Meetings 1. Newton resignation -- call for youth nominees 2. Review Task Force List -- affirm assignments 3. Jefferson Awards; Other <input checked="" type="checkbox"/> Additions or Deletions to Agenda	Chretien
9:45	<b>Business Reports and Actions</b> 1. Minutes from March Commission Meeting 2. Reports from Task Forces: a. Program Subcommittee - AmeriCorps Formula Grants: concept paper deadlines b. Project BOND - Years 2 & 3 grant recommendations 3. Dirigo request for Commission as Partner 4. Fundraising for Partners in Service Grant -- Status report 5. Action on DOL Unemployment Rulings	Scott  Crofton  Card ? Chretien Crofton/Chretien
10:15	<b>Focus on Mission Responsibilities</b> 1. Orientation for Commission to Learn & Serve America - What is it, differences between the 3 segments, innovative uses in other states, potential role of Commission in furthering Learn & Serve, integrating with other national service programs ..... Questions and answers	Dr. Marilyn Smith, Director, Learn and Serve, Corp. for National Service (DC)
11:15	<b>Break</b>	
11:30	<b>Monitoring/Evaluation Responsibilities</b> ➤ Program Subcommittee 1. Report on Meeting with Portland West; recommendations	Peterson/Roberts
11:45	<b>Planning/Future Initiatives</b> 1. State Unified Position Meeting Announcement - Update 2. Overview/feedback on March meeting via phone with Bollman 3. Presidents' Summit -- update (delegates, preparations); Commission role for post-Summit	Schink TBA Hews
12:15	<b>Wrap-up and Adjournment</b> <input checked="" type="checkbox"/> Agenda Items for Next Meeting: <input checked="" type="checkbox"/> Meetings to Schedule before Members leave: Collaboration, Youth,	

**Note: Lunch is provided by the Commission immediately following the meeting.**

**Task Force Meetings are normally held from 1:00 - 3:00 pm**

**1-2:30 pm ... Informal Round Table Discussion with Dr. Smith -- all Learn & Serve, education, and interested others welcome**

H:1 Service Area  
MOOSPW

probably needs  
shortening

Minutes/April 16 - my part

JoAnne Peterson reported on a meeting with the Director of Portland West Neighborhood Planning Council. She recommended that the Commission fund the remainder of their contract through August. She said that it would be difficult to find another fiscal agent. She also said it was important to support the stability of the program with concern for the morale of AmeriCorps Members and staff, and therefore, better to reverse the decision to terminate the program ....?

Also, the recommendation was based on assurance from the Director of Portland West that all documentation would be provided and funding would be on a reimbursement basis only.

Additionally, there is need for tangible evidence that the Portland West Board knows, understands and will support seeking a larger sum for a new application for education award only program.

She asked Maryalice, who clarified that only \$10,000 is the outstanding level of exposure for the Commission for other support lines.

JoAnne summed up that there were two issues and Mark Hews moved to continue funding, with continued monthly monitoring of the financial process, reversing the decision of last month and that the Commission would consider accepting an application for an education award program if it is a quality proposal, including information on how the agency would generate financial support for the local budget part of the program.

Maryalice said a letter from the auditor is expected, showing the viability of the financial work of the agency and a statement from the Board that they are working on financial accountability.

Perry Gates asked what matching would be required by September 1, and Maryalice said it would be \$80,000 to \$90,000, that there is likelihood this will be obtained.

JoAnne said she would like to see the fundraising plan of the agency, identifying community and corporate contributions and a demonstration of Board engagement.

There was discussion about misuse of funds; it was explained that there is no appearance of criminal misuse as much as ignorance of certain prohibition and misapplication of funds. The agency has handled millions of dollars but has not mastered general accounting procedures.

Maryalice said the Director has a plan, but no results are known yet, that the bylaws of the Board were new since last August, causing various adjustments for the agency and Board.

In the discussion hope was expressed that an education award would demonstrate on-going capacity over the next year.

There was also concern whether stipended members in an Educational Award application would be a viable plan. Mark asked whether the current match is coming through and she reported that what she had seen to date demonstrated the match to be there as required, but that there was little non-government funding.

JoAnne suggested that the meeting resulted in the opinion that the Commission ought to give the diligent efforts of the new Director a chance. Mark moved to accept the recommendations, with an amendment requiring a monthly review of documentation. Bill Michaud seconded. All voted in favor with one abstention.

Maryalice said that the State Planning Office is holding the agency to very strict documentation in reimbursement submittals such as original invoices and monthly reports on the source of local match and progress toward meeting deadlines for financial plan of work. She said the State Planning Office is satisfied to date.





**Maine Commission for Community Service  
Regular Meeting - State Planning Office, Augusta  
Wednesday, May 21, 1997 Agenda**



**We want vibrant, productive communities with involved, responsible citizens.**

The mission of MCCA is to foster community service and volunteerism  
to meet human and environmental needs in Maine.

9:30	<b>Welcome, Announcements, Agenda Adjustments</b> <input checked="" type="checkbox"/> Introductions: Guests, Interns <input checked="" type="checkbox"/> Announcements and Meetings 1. Summit follow up (Gov's Delegates and reps and Commission) 2. Community Forums (State Unified Position) 3. Other? <input checked="" type="checkbox"/> Additions or Deletions to Agenda	Chretien
10:00am 10:05  10:30 10:35	<b>Business Reports and Actions</b> 1. Minutes from April Commission Meeting 2. Reports from Task Forces: a. Marketing Task Force b. Youth Empowerment c. Collaboration 3. Fundraising for Partners in Service Grant -- Status report 4. Update on DOL Unemployment Benefit Rulings/Legislation 5. Other	Scott  Gates Michaud/Braleay Peterson Chretien Crofton/Chretien
10:45	<b>Break</b>	
11:00	<b>Focus on Mission Responsibilities</b> 1. Keeping Momentum and the Commissions Role a. The Summit and After -- report from delegates on experience and plans for next steps. b. Communities for Children -- what's happening as the initiative progresses and communities respond c. Proposal for building community capacity d. Planning points scheduled e. Discussion Question: What is the best way for the Commission to fulfill its role and contribute?	Roberts, Andrews, Lemek, McDonough Savell  Hews Crofton Hews
12:00	<b>Monitoring/Evaluation Responsibilities</b> ➤ Program Liaisons 1. Replacement for CCCM needed 2. Reports available for review	Chretien Chretien
12:05	<b>Planning/Future Initiatives</b> 1. Michigan Meeting of Commissions -- the shape of the future 2. National Service Staff Council -- brief overview by staff rep	Stebbins Spaulding
12:30	<b>Wrap-up and Adjournment</b> <input checked="" type="checkbox"/> Agenda Items for Next Meeting: <input checked="" type="checkbox"/> Meetings to Schedule before Members leave:	

**Note: Lunch is provided by the Commission immediately following the meeting. Task Force Meetings are normally held from 1:00 - 3:00 pm**

# Maine Commission for Community Service

May 21, 1997

## Meeting Minutes

Draft Date	Drafted by	Acceptance Date	Revisions Made?
May 28, 1997	Brenda Ringrose		

The regular monthly meeting of the Commission convened at 9:30 am in the State Planning Office.

### Members Present:

Diane Andrews	Norman Duzen	Perry Gates	JoAnne Peterson
Mark Hews	Ed Maroon	Catherine Lebowitz	Paul Chretien
Bill Michaud	Judi Stebbins	Susanne Sandusky	Patricia Toto
Susanne Kibler-Hacker	Everett Flannery	Kathryn Tremper	Dawn Girardin
Edith Scott	Joyce McPhetres		

### Members Absent:

Lawrence LaPierre	Greg Lavertu	Susan Jennings
Peter Bender	Kate Roberts	

### Guests and Staff:

Sue Card	Grace Braley	Anne Schink	Shawn Kline
Maryalice Crofton	Brenda Ringrose	Lisa Leahy	Dave Gerkins

## I. Welcome, Announcements, Agenda Adjustments

Paul Chretien called the meeting to order. Introductions were made. It was noted that the summit meeting for this afternoon was cancelled. The Commission observed a moment of silence for the passing of Al Millette.

## II. Business Reports

Mark noted an error in the April minutes. In the first sentence of the last paragraph of page 2 employers should be changed to employees. **Motion by Mark Hews** to accept the minutes with correction; **second Susanne Kibler-Hacker, passed unanimously.**

At this point task force reports were given.

Marketing: Perry reported on the conference call. The group identified 3 areas that need to be addressed: problems, needs & strategies. Some of the problems are: the public doesn't know the Commission exists and they don't know what AmeriCorp is. Some of the needs identified are: get information out, coordinate activities across the state, develop a strategy for deliberate information releases, such as press releases. JoAnne thought press releases were an excellent idea. Shawn will get a fact sheet out on creating press releases. Perry suggested the Commission target the first week in June as first press release. Perry volunteered to write the first press release. He also noted that the complexity of the issues/programs with which the Commission deals needs to be kept "inside the room" and marketing needs to be simple, concise.

**Youth Empowerment:** Bill reported on the last meeting. The group decided that the mission of the youth network is to establish and pull together a youth forum. The goal is to bring kids from all over the state to connect, gain resources, and strengthen and enhance their voice in the state.

Grace suggested that meeting for a longer time less often might be more convenient for the kids. Judi suggested having host families for the kids who travel a long distance and volunteered as one.

Bill mentioned that a lot of kids felt left out of the summit.

Grace asked if anyone knew of a small grant that could pay for transportation and food for the youth network meetings.

**Collaboration:** JoAnne reported on the last meeting. The group decided they would like to improve communication with nonprofit groups. At their next meeting they will include Dirigo and Maine Grantmakers.

Paul reported on the Fundraising for Partners in Service Grant. A committee is meeting tomorrow at Mead Corporation to consider fundraising and we should know the results next week. Maryalice and Paul have two more companies they're going to approach. They have a few more weeks to get the match from the Ford Foundation. They are looking for a total of \$45,000. Edie Scott volunteered to take a proposal to her employer. Maryalice noted that help is needed to meet the July deadline.

Maryalice reported on the DOL unemployment legislation. The legislation was attached to LD 49, the nickname of the bill is "Contract Dancer". The hearing was on May 7. She urged Commissioners to contact their legislators to explain what was added and the significance.

Anne passed out a handout for the Presque Isle Community Round Table. Other Commissioners are needed as hosts for these forums. Sites will be Machias, Bangor, Skowhegan, Lewiston, Saco, and Belfast. The Round Table Center is helping to find facilitators. Meeting sites are also needed.

### **III. Focus on Mission Responsibilities**

Diane gave a Summit report. The state delegation met on the last morning and developed an outline for what is to happen next. The also developed a mission statement that states children are our best natural resource and include kids in everything we do. On June 25th at Colby College there is a work planning session. Bill was interviewed by Lincoln County News. There was concern that none of the papers picked up the press release Mary Herman sent out. Bill said one of the goals of the summit was to secure promises and the number of commitments has been huge. Perry suggested that we think of benefits to recipients that would generate interest. The Commission will coordinate post-summit activities with a focus on Communities for Children. They would like to provide an opportunity to engage every citizen more actively and involve people in the community more effectively.

Judi passed out a handout that is a result of her presentation in Michigan. She discussed the Commissions role in ensuring the Summit has impact on Maine.

### **IV. Monitoring/Evaluation Responsibilities**

Paul announced that there is a position open on the Commission as a result of Al's death. Al brought experience in Catholic Charities, Foster Care, Conservation, Education and other concerns. Nominations are sought for his replacement.

Maryalice said that youth names had not been submitted for Commissioners so far. She noted that the nominating issue should be discussed in June since there are terms expiring in September.

Paul shared a newspaper story about Bangor AmeriCorps programs.

Norm said two VISTAs in Lubec are assigned to help produce a community newsletter.

Liaison Reports: JoAnne Peterson reported a visit to the Director of Portland West Neighborhood Planning Council was very positive. The Director has things under control and programs are going well. She said their performance plan shows that all things are up-to-date. They have a financial sustainability plan with a goal to reach \$100,000 by September. She also spoke with the Board President and reported that he seemed to be an invigorated, interested person. She reported plans to relocate from their present building to the YouthBuild building. Through a property gift from Mercy Hospital, youth will do construction and advance the direct interaction between programs.

She said it was very different than two months ago. The Director would very much like to receive any accounting training that the Commission can provide. Maryalice noted that he and all the programs have been advised of a training event in July at UMO.

#### **V. Planning/Future Initiatives**

Dave Gerkins reported for the National Service Staff Council Meeting. They are requesting that the Commission facilitate an AmeriCorps recognition day at the August 20 Commission Meeting. They hope for Commission involvement. They suggest the Unity College Campus as a location, with possible events being a meal, a recognition event for graduates, group sharing, unstructured time, letters or certificates signed by the governor. Susanne Kibler-Hacker stated Unity would be pleased to serve as host site.

Dave reported regarding fall events that there was lengthy discussion regarding the fall activity, but that they lack the basic information on state Summit plans and would like to know how to receive this. he said staff are very excited to participate. They are discussing scheduling for Conference, Make a Difference Day (October 25), Opening/Swearing In and the proposed state Summit.

The Commission went on to discuss that Harris Wofford will be in Maine on July 30 and is meeting with the Governor at 1. Paul suggested creating an event around the meeting, gathering key leaders to address the meaning of community service, some differences between National Service and State needs. JoAnne, Diane, Susanne Kibler-Hacker, and Paul were designated as a committee, facilitated by Anne Schink, to determine who should be invited, the agenda and message of the time with Wofford. Suggestions included the Chancellor, a statewide roundtable regarding unified services, asking what is happening in other states.

Dave suggested that the AmeriCorps recognition take place on July 30th, with Wofford. Paul said the Commission would get back to the programs.

#### **VI. Agenda Items for Next Meeting**

Items that were recommended for the June agenda: Youth Empowerment, Nominating, AmeriCorps State Grants(vote to submit), Wofford visit, indepth discussion of authorization and national issues(guests coming).

The June meeting will be held at the State Planning Office in Augusta.

**Adjournment:** The meeting adjourned at 12:00 p.m.



# MAINE COMMISSION FOR COMMUNITY SERVICE

## **Regular Meeting - State Planning Office, Augusta Wednesday, June 18, 1997 Agenda**



**We want vibrant, productive communities with involved, responsible citizens.**

**The mission of MCCS is to foster community service and volunteerism  
to meet human and environmental needs in Maine.**

9:30	<b>Welcome, Announcements, Agenda Adjustments</b>	
	<input checked="" type="checkbox"/> Introductions: Guests <input checked="" type="checkbox"/> Announcements and Meetings 1. National Service Participants -- Unemployment exemption passed 2. Maine National Service Scholars Awards -- results of first year <input checked="" type="checkbox"/> Additions or Deletions to Agenda	Chretien
	<b>Business Reports and Actions</b>	
9:45am	1. Minutes from May Commission Meeting	Scott
9:55	2. Review/comments on reports from interns and consultants	
	a. Technology intern -- web page, electronic reporting project b. Marketing intern -- recent activities, June - Sept. plans c. Service as Strategy Roundtables -- dates, places, hosts, etc.	Leahy Kline Schink
10:15	3. Reports from Task Forces:	Gates
	a. Marketing Task Force b. Youth Empowerment c. Ad Hoc - Wofford Visit	Michaud/Braley Peterson/Andrews Chretien
10:30	4. Fundraising for Partners in Service Grant -- Status report	Crofton/Chretien
10:35	5. AmeriCorps State Funds -- reviewers report; final recommendations	Chretien/Toto
	6. Nominations for Gov. Consideration	
10:45	<b>Break</b>	
11:00	<b>Focus on Mission Responsibilities -- Commission discussion</b>	
	1. National issues -- emerging network of state commissions; common issues of state commissions; reauthorization developments; current vs. new form of agreements with states; what is "on Maine's plate"; 2. What will work for Maine? Influencing factors/conditions; role of feedback from round tables; assessment of opportunities and barriers; concerns to put on the table; next steps - moving forward	Stebbins/ Kibler-Hacker; Bender; Crofton Facilitated discussion with Commissioners and guests
12:00	<b>Monitoring/Evaluation Responsibilities</b>	
	➤ Learn & Serve site visits	Card/Maroon
12:05	<b>Planning/Future Initiatives</b>	
	1. National Service Celebration -- brief overview by staff rep 2. Maine Governors Summit -- update	TBA Crofton
12:30	<b>Wrap-up and Adjournment</b>	
	<input checked="" type="checkbox"/> Agenda Items for Next Meeting: Learn/Serve Overview; <input checked="" type="checkbox"/> Meetings to Schedule before Members leave:	

• Note: Lunch is provided immediately following the meeting. Task Force Meetings are normally 1:00 - 3:00 pm





# Maine Commission for Community Service

June 18, 1997

## Meeting Minutes

Draft Date	Drafted by	Acceptance Date	Revisions Made?
June 18, 1997	Brenda Ringrose		

The regular monthly meeting of the Commission convened at 9:30 am in the State Planning Office.

### Members Present:

Norman Duzen	Perry Gates	JoAnne Peterson	Peter Bender
Mark Hews	Ed Maroon	Paul Chretien	Kate Roberts
Judi Stebbins	Susanne Sandusky	Patricia Toto	Joyce McPhetres
Susanne Kibler-Hacker	Dawn Girardin	Edith Scott	

### Members Absent:

Lawrence LaPierre	Greg Lavertu	Susan Jennings	Catherine Lebowitz
Diane Andrews	Bill Michaud	Everett Flannery	Kathryn Tremper

### Guests and Staff:

Sue Card	Grace Braley	Anne Schink	Shawn Kline
Maryalice Crofton	Brenda Ringrose	Lisa Leahy	Ken Spalding
Liz McCabe Park	Debbie Killam	Cheryl Ring	

## I. Welcome, Announcements, Agenda Adjustments

Paul Chretien called the meeting to order. Paul announced that the unemployment exemption for National Service participants has passed. Shawn gave a report on Maine National Service Scholars Awards. Over thirty students were awarded scholarships this year. MCCS collaborated with FAME to send out press releases. He passed out the list of the Maine National Service Scholars.

## II. Business Reports

The May minutes were approved. **Motion by Mark Hews to accept the minutes; second Kate Roberts, passed unanimously.**

Lisa gave a report on what she's been doing. She has met with a California consultant who is helping MCCS develop an internet accessible database for AmeriCorps program reporting. The actual server will be in California.

Shawn gave a report on what he's been doing. He recently had an exhibit at the Maine College Awareness Project. He estimated that 400 students passed by his table. He and Grace are planning the Fall conference. The press release template has been created. Paul encouraged a press release about the round tables.

Anne gave a project summary and revised dates. JoAnne asked if there would be press releases for the round tables. Anne said she would follow-up on that. She reminded everyone that Harris Wofford would not be coming July 30. The convenors of the state summit decided to move it to next spring. The structure would be an evening celebration and the next day would be workshops.

At this point, task force reports were given.

**Marketing:** Perry reported on the conference call. The group decided community service needs to be seen as a strategy to solve problems. Focal problems they identified are: health issues, aspirations of youth, and guidance for parents on what to do with non-structured time. The group also felt that the Commission needs to be viewed as a problem solver. JoAnne suggested Perry create a press release saying that. Perry mentioned he'd like to interview Maryalice for the first press release.

**Youth Empowerment:** Grace reported on the last meeting. The members of the youth group are from Machias, Portland, and Augusta. The Youth Network is considering a youth convention that would be planned, run, and for youths.

**Ad Hoc:** Paul reported on the conference call on the Wofford visit. The original date, July 30, is no longer an option. Right now they are trying to find a date in the fall for him to come meet with the Governor and participate in some type of round table. Anne said it would be from 50-75 people with the focus on service as strategy. Anne would prepare a handout as a result of the round table. Susanne Kibler-Hacker felt it was important to pick the right people so word spreads after the meeting and doesn't just sit there.

**Fundraising for Partners in Service Grant.** No Change to report.

Paul reported on the AmeriCorps State Funds. The Reviewing Committee decided to recommend Portland West for education awards. They will continue their program in juvenile justice. They turned in funding assurances. For State Formula Funds three proposals were recommended for acceptance. One proposal submitted did not meet required standards. It was recommended that Wolfe's Neck Farm receive \$138,000. They would have a crew of five with coordinators in Cumberland County. The committee recommended University of Southern Maine be awarded \$161,000. They would have a crew located at seven sites throughout the state. They would recruit potential mentors and refer them to existing programs or help them start a mentoring program. The committee recommended SERVE/ME be awarded \$156,000. This program would organize volunteers responsible for land access and water quality monitoring to parts of states that don't have it. The total recommended for approval was \$455,000. **Motion by Mark Hews** to accept the programs as recommended; **second Susanne Kibler-Hacker, passed unanimously.**

Paul mentioned that nominations were needed for the Governor's selection. Two young people are needed as commissioners. The commission has yet to fill a minority position. JoAnne suggested tapping the list of service scholars. Kate volunteered to serve on the nominations committee.

Liz McCabe Park passed out a handout on Campus Compact.

### **III. Focus on Mission Responsibilities**

Peter began the discussion on national issues. These issues include the reauthorization paper and core principals. They are seeking to receive the highest quality programs for the lowest possible price. Maryalice said that Midland was the first time a collaborative meeting of Commissioners and Executive Directors happened. And the Commissioners ran the meetings. There is a high level of comfort between state commissions and state led agencies. The Governor of each state will be invited to develop a service agreement tailored to each state's needs and capacity. The agreement will be between CNS and Governors. At first, these will be considered demonstrations. There is a proposal in Iowa that would allow Commission staff to be responsible for training and monitoring.

Peter said there are re-funding possibilities. Reauthorization is currently not a high priority.

Maryalice said they have had a hard time getting attention for AmeriCorp programs.

Cheryl Ring suggested using the governor's office to get more exposure. She felt the state summit will help bring more awareness to the state.

Mark said ownership is generated at the commission level. There should be a clear, simple message to the public: Coordinate, Advocate, Invest. These are the Commission's activities.

Paul felt round tables should discuss community service as mandatory.

Judi said some high schools are making 15 hours of community service a requirement of graduation. It should be the job of the commission to bring in local government and make a presentation. The general public doesn't understand what community service is at the local level.

Mark asked how to engage the public effectively, involve people more creatively, and how can we help elected bodies?

Perry suggested people respond best when they have a perceived benefit.

Maryalice asked if you do community service only when it's of a personal benefit.

Cheryl said that MCCS is integral to get people in communities to recognize they are volunteering not for special interests but for the community.

Dawn felt that in marketing this idea perhaps the town could recognize people's time that they give by a line item in the budget.

Grace added that people do not do things for altruistic reasons but for their own self-interest. We need to recognize this and figure out how to use this to our advantage.

Norm felt that the round table could focus on how you make the community a better place and who are our natural allies.

Kate mentioned that at the President's Summit there were quite a few people protesting because they thought they wanted to make community service mandatory. It was noted that Commissioner Albanese is not supportive of mandatory community service.

Joyce suggested that school is the place where we teach kids what is important. She then asked what the commission can do to help children learn community service.

Judi felt there is a need to get communities involved. Perhaps the commission could coordinate round tables in local towns.

Mark asked if the civic capacity there? He suggested the commission advocate certain messages, model, and invest.

Maryalice reminded everyone that Wofford will be here in September.

Peter said it was important to keep alive the energy around the summit.

JoAnne asked how we could build an interest in building community capacity.

Judi will contact Maine Municipal Association and report back at the next meeting.

Judi said the challenges are building a relationship with the Governor's office, strengthening ties with CNS and the state office, positioning AmeriCorp as a tool. Underlying everything, we need more communication. Ongoing associations are needed. There is disagreement on whether we need a formal or informal national organization.

Susanne Kibler-Hacker said that at the Kansas City meeting the New England and New York Commissioners met and felt the regional collaboration was helpful.

Judi suggested that time for regional meetings be included at the national meetings.

#### **IV. Monitoring/Evaluation Responsibilities**

Maryalice reported that starting September 1 there is a new grant list for school-based Learn and Serve. The Commissioners don't have to do site visits with these. Program liaisons should touch base with their school based site. Ed Maroon distributed the new school grantee list.

Ed commented that school based learning must be connected with the curriculum.

Liz mentioned that there will be 10-15 subgrantees as part of Campus Compact's new Higher Ed Learn & Serve award. She noted the Commission could informally relate to these sites if they wanted.

## **V. Planning/Future Initiatives**

Grace reported on the National Service Celebration. They decided to hand out the end-of service certificates on August 20 at 1:00pm. Peter, Kate, and Pat tentatively agreed to hand out certificates. It was also decided that the August Commission meeting will be held at Unity College.

Maryalice reported on the Maine Governor's Summit. It was decided to plan the summit for next spring. No further details are known at this time. There is a meeting on June 24 to flesh out more details.

**Motion by Susanne Kibler-Hacker** to hold the July Commission meeting in Presque Isle; second **Susanne Sandusky**, passed unanimously.

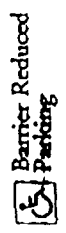
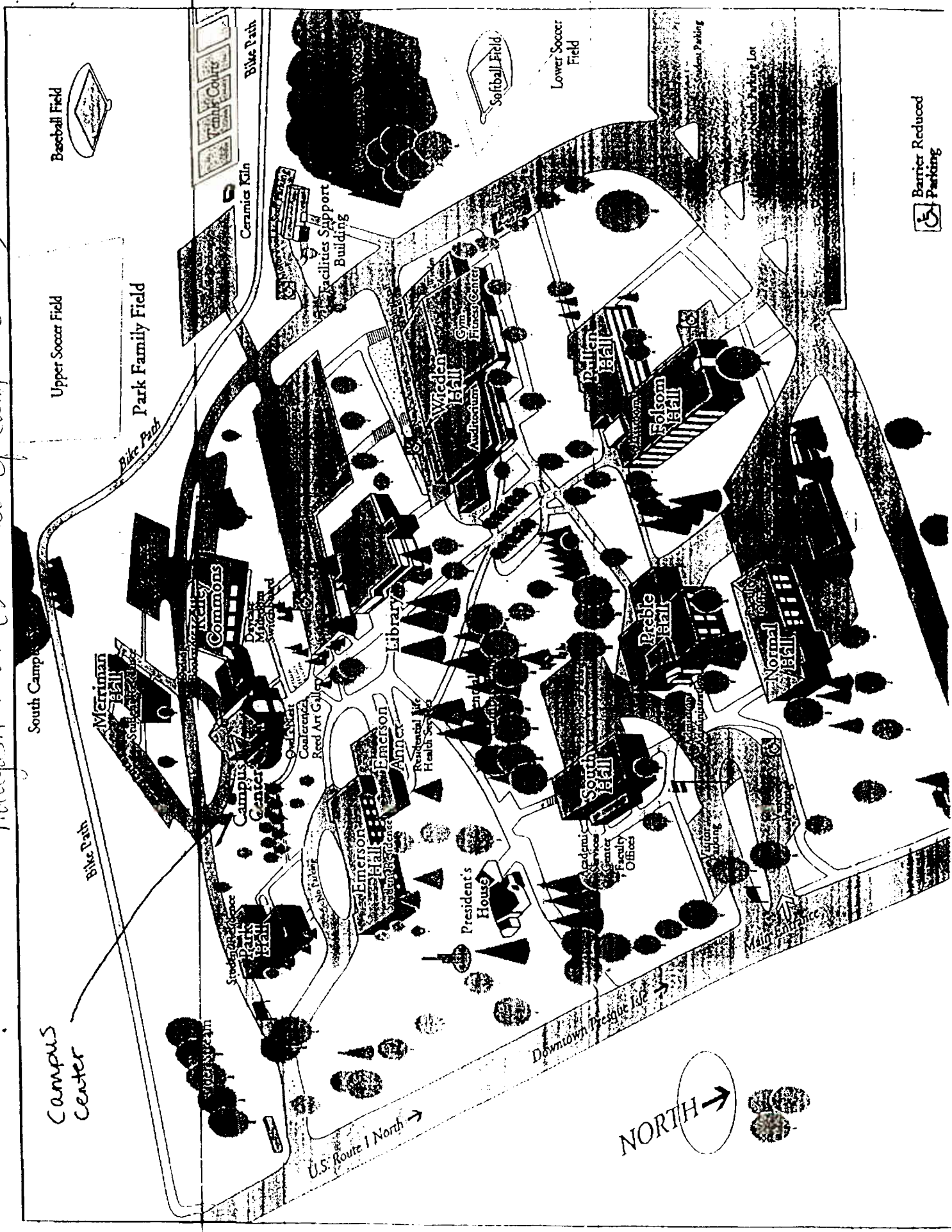
## **VI. Agenda Items for Next Meeting**

Items that were recommended for the July agenda: Judi will report back from MMA, Learn & Serve presentation, program service announcements.

The July meeting will be held at University of Maine at Presque Isle.

**Adjournment:** The meeting adjourned at 12:00 p.m.

Allagash Room (2nd floor of Campus Center)







MAINE COMMISSION FOR COMMUNITY SERVICE

**Regular Meeting - University of Maine/Presque Isle  
Wednesday, July 16, 1997 Agenda**



**We want vibrant, productive communities with involved, responsible citizens.**

**The mission of MCCS is to foster community service and volunteerism  
to meet human and environmental needs in Maine.**

10:00	<b>Welcome, Announcements, Agenda Adjustments</b> <input checked="" type="checkbox"/> Introductions: Guests <input checked="" type="checkbox"/> Announcements and Meetings 1. Celebration of Service <input checked="" type="checkbox"/> Additions or Deletions to Agenda	Chretien
	<b>Business Reports and Actions</b>	
10:15am	1. Minutes from June Commission Meeting	Scott
10:25	2. Review/comments on reports from interns and consultants a. Technology intern -- web page, electronic reporting project b. Marketing intern -- recent activities, June - Sept. plans c. Service as Strategy Roundtables -- Preliminary findings	Leahy Kline Schink
10:45	3. Reports from Task Forces: a. Marketing Task Force b. Youth Empowerment c. Ad Hoc - Wofford Visit -- September 12	Gates Michaud/Braley Peterson/Andrews Chretien/Schink
11:00	4. Fundraising for Partners in Service Grant -- Status report	Chretien/Roberts
11:05	5. Nominations for Gov. Consideration	Chretien/Scott
11:10	6. Outreach to Maine Municipal	Stebbins
11:15	<b>Break</b>	
11:30	<b>Focus on Mission Responsibilities -- Commission discussion</b> 1. Maine Service Summit -- what is it, how it helps us fulfill our mission, what the Commission responsibilities are, how to get it done. 2. Senior Corps Programs -- an overview by County participants.	Crofton/Roberts Senior Corps Reps
12:30	<b>Monitoring/Evaluation Responsibilities</b> ➤ Quarterly Reports from Program Liaisons	
12:35	<b>Planning/Future Initiatives</b> 1.	
1:00	<b>Wrap-up and Adjournment</b> <input checked="" type="checkbox"/> Agenda Items for Next Meeting: Learn <input checked="" type="checkbox"/> Meetings to Schedule before Members leave:	

**Note: Lunch is provided immediately following the meeting. Task Force Meetings are normally 1:00 - 3:00 pm**

*Because  
the Job's Not Done...*

**Maine Commission for Community Service**  
**July 16, 1997**  
**Meeting Minutes**

Draft Date	Drafted by	Acceptance Date	Revisions Made?
July 18, 1997	Lisa Leahy		

The regular monthly meeting of the Commission convened at 9:30 am in Allagash Room at the University of Maine Presque Isle.

**Members Present:**

Norman Duzen	JoAnne Peterson	Susan Therriault for Peter Bender
Mark Hews	Kathryn Tremper	Paul Chretien
Susanne Sandusky	Catherine Lebowitz	

**Members Absent:**

Lawrence LaPierre	Greg Lavertu	Susan Jennings	Diane Andrews
Bill Michaud	Everett Flannery	Perry Gates	Ed Maroon
Kate Roberts	Judi Stebbins	Patricia Toto	Joyce McPhetres
Susanne Kibler-Hacker	Dawn Girardin	Edith Scott	

**Guests and Staff:**

Grace Braley	Anne Schink	Shawn Kline	John Badger, St. John RCD
Maryalice Crofton	Lisa Leahy	Elaine Briggs, RSVP	Danielle _____, VISTA
Barry Short, RSVP			

**I. Welcome, Announcements, Agenda Adjustments**

Paul Chretien called the meeting to order. He thanked Susanne Sandusky for arranging the Commission's meeting in Presque Isle and expressed appreciation to UMPI for providing the facility. He asked the guests to introduce themselves along with Commissioners and noted the meeting would be informal in order to encourage guest participation. In a last acknowledgment, he noted the attendance of press a reporter from the Bangor Daily News. Susanne indicated the local television station may arrive later to interview Commissioners.

Maryalice announced that a fax from the Corporation was received yesterday. It informs Commissioners and programs of Congressional actions that impact program funding for the 1998 year. The Senate had voted level funding. The House eliminated funds and shifted them to veterans programs. Paul reminded everyone that while informing Maine Congress people of the national service accomplishments in Maine it is not appropriate for anyone to lobby. Copies of the fax announcement were distributed.

The Celebration of Service will be August 20 at Unity College. It will mark the end of AmeriCorps Crew Members year as well as celebrate the accomplishments of other national service participants. The Commission is scheduled to meet that day and last month voted to move the meeting to Unity. The business meeting will convene and adjourn at the usual times with the recognition ceremony scheduled to follow lunch. Commissioners will have roles to play. Shawn Kline and Dave Gerken are working out the program and will contact individuals who volunteer to help. Someone needs to present the letters from the Governor and the end of service certificates. Maryalice asked for volunteers. Paul reminded her that there were some volunteers from last month; in particular, Pat Toto. Kay said she would assist. Susanne noted she will not be able to attend.

Ad Hoc - Wofford Visit -- September 12 The date is confirmed and there is a rough agenda. The public policy forum will be a breakfast in the morning. The approach for ensuring there is a strong cross-section of people is a system of "co-sponsors". Each co-sponsor will select 5-10 people from their network who are influential among the members and ensure those people attend. Mark Hewes reminded Maryalice to contact the Maine Association of Non-Profits as well as the Maine Chamber. He noted the discussion that day could be additional useful input for the state position on community service. She responded that they were already on the list along with 21 other groups.

Mr. Wofford is scheduled to meet with the Governor at 10am on 9/12. The Commission discussed when they would meet with him and decided to invite former Commissioners to join them for lunch with Mr. Wofford. Following this, he will visit a national service program (the program directors will plan).

Unified State Position Committee -- Phase II: Draft Position Statement Paul asked for volunteers to digest the information Anne presented as well as the outcomes of the remaining events. This would be the second phase of developing the Unified State Position on Community Service. The committee should return to the Commission a draft statement. Volunteers were Mark Hewes, Susanne Sandusky, Maryalice, and Peter Bender (by S Therriault). Someone will contact the educational reps who have been working separately from the main group.

Program Overview: Aroostook RSVP Program. Barry Short, a volunteer with Aroostook RSVP, made a very effective presentation to the Commission about this Senior Corps program. He likened the RSVP participants to an Army which organizes itself to respond to identified community needs. He noted that being a volunteer means more than donating time. It means ... of ones own accord; ... of ones free will; ... by choice; ... purposely; ... intentionally; ... deliberately. He added that volunteers do in fact earn somethings -- a healthy conscience, increased self respect, plus love and affection of those they help. Aroostook RSVP has 749 active volunteers covering 72 volunteer stations in 41 communities. They contributed 170,384 hours last year which amounted to an in-kind donation worth \$809,324. In short, RSVP returns \$6 to the community for every \$1 of cash expense.

#### Fundraising for Partners in Service Grant -- Status report

No final decisions from any of the prospects with whom we met. Have a new round of invitations out to possible funding partners. Kate Roberts is following up with Peoples Heritage, MBNA, Unicell and Unity Telephone. Mark suggested that we contact Bernie Logan at Shaws. John Walker at Maine Assoc of Non-Profits can provide some background.

Nominations for Gov. Consideration No youth or adult nominees received. Susanne reminded the group that there was one nominee still pending from Aroostook. Norm said he had an address to hand over for a youth nominee. The person he will recommend is a student at Univ. of Maine Farmington as well as active locally in his area of Washington County. Paul said the goal is to have all nominees ready at the next meeting for the Commission to recommend to the Governor.

Outreach to Maine Municipal Maryalice reported for Judi Stebbins who had contacted Maine Municipal. There needs to be a lot of bridge-building so that MMA understands what we are talking about and why we believe they have an important role in our mission and vision. To start, the suggestion is an article in the Maine Townsman plus a request to be on the agenda at their fall meeting. Best groups to approach first are planners, general assistance, and town managers. Also, Chris Lockwood will be asked to commit MMA as a co-sponsor of the Wofford policy forum.

#### **Focus on Mission Responsibilities -- Commission discussion**

Maine Service Summit Maryalice and Anne reviewed the outcomes for the Summit which were established by the Maine Delegation. The scope and results are very challenging. The Commission voted to affirm its



# MAINE COMMISSION FOR COMMUNITY SERVICE

## Regular Meeting - Unity College

Wednesday, August 20, 1997 Agenda



**We want vibrant, productive communities with involved, responsible citizens.**

The mission of MCCS is to foster community service and volunteerism  
to meet human and environmental needs in Maine.

9:30 am	<b>Welcome, Announcements, Agenda Adjustments</b> <input checked="" type="checkbox"/> Introductions: Guests <input checked="" type="checkbox"/> Announcements and Meetings 1. Celebration of Service -- where we go after lunch today <input checked="" type="checkbox"/> Additions or Deletions to Agenda	Chretien
9:50 am 10:00 am	<b>Business Reports and Actions</b> 1. Minutes from July Commission Meeting 2. Review/comments on reports from interns and consultants a. Technology intern -- web page, electronic reporting project b. Marketing intern -- recent activities, June - Sept. plans c. Service as Strategy Roundtables -- State Government Round Table d. Summit Working Group Progress	Scott  Leahy Kline Schink Schink
10:30	<b>Break</b>	
10:45	3. Reports from Task Forces a. Marketing Task Force b. Ad Hoc - Wofford Visit -- September 12 4. Fundraising for Partners in Service Grant -- Status report 5. Nominations for Gov. Consideration	Gates Crofton Chretien/Roberts Chretien/Scott
11:15	<b>Focus on Mission Responsibilities -- Commission discussion</b> 1. Commission training/retreat possibilities -- What do Commissioners want to address next; requests for Commission workshops at fall training conference	Crofton
	<b>Monitoring/Evaluation Responsibilities</b> ➤ No reports	
12:00	<b>Planning/Future Initiatives</b> 1. Consideration of September and October meeting dates	Chretien
	<b>Wrap-up and Adjournment</b> <input checked="" type="checkbox"/> Agenda Items for Next Meeting: Learn <input checked="" type="checkbox"/> Meetings to Schedule before Members leave:	

**Note:** Lunch is provided immediately following the meeting.

**Task Force Meetings are pre-empted** this month by the Celebration of Service, the closing event for the AmeriCorps Crew Members' year of service.

**Commissioners who have been liaisons to programs**, please contact Shawn Kline (287-1588) if you haven't received your message about your role in the ceremony.



# Maine Commission for Community Service

August 20, 1997

## Meeting Minutes

Draft Date	Drafted by	Acceptance Date	Revisions Made?
September 15, 1997	Brenda Ringrose		

The regular monthly meeting of the Commission convened at 9:50 am in the Student Center at Unity College.

### Members Present:

JoAnne Peterson  
Dawn Girardin

Peter Bender  
Edith Scott

Paul Chretien  
Catherine Lebowitz

Susanne Sandusky

### Members Absent:

Lawrence LaPierre  
Diane Andrews  
Patricia Toto  
Susanne Kibler-Hacker

Greg Lavertu  
Bill Michaud  
Joyce McPhetres  
Mark Hews

Susan Jennings  
Everett Flannery  
Kate Roberts  
Ed Maroon

Perry Gates  
Kathryn Tremper  
Judi Stebbins  
Norman Duzen

### Guests and Staff:

Anne Schink

Maryalice Crofton

Brenda Ringrose

Ken Spalding

### I. Welcome, Announcements, Agenda Adjustments

Paul Chretien called the meeting to order. He noted that the celebration of service would be held outside this afternoon instead of the gym as scheduled.

### II. Business Reports

Anne noted that Daniella's last name is Dana from July's minutes. The July minutes were approved. **Motion by JoAnne Peterson** to accept the minutes; **second Kay Lebowitz, passed unanimously.**

Press handouts were passed out. Paul requested that packets be mailed to the Commissioners that were absent. Maryalice noted that Shawn may be leaving due to his spouse possibly accepting a job out of state. Several Commissioners expressed gratitude for the work he has been doing.

Anne gave a report on Service as Strategy. The last round table involved state department leaders. Most did not know others were dependent on volunteers. Anne will be writing a report using the flip chart notes from all the round tables. The task force will review and edit the report. One thing that was clear was that there needs to be a *paid* volunteer coordinator.

Anne gave a report on the summit working group. The delegates have made a commitment to host a Governors' Summit. They originally wanted to invite 6,000 people but have decided to narrow it down to 1,000 people. Anne noted that finding hotel space for 1,000 people will be difficult along with finding a facility capable of having break out rooms for that many people. They would need 16 facilitators. Susanne Sandusky suggested the summit be held north of Portland. Ken Spalding suggested using the Augusta Civic Center and using UMA for breakout sessions. The working group is being recruited this week. The Kennebec Girl Scouts have agreed to be fiscal agents for the event. There are two youths on the working group. They would like youth to make up ½ of the conference. Paul mentioned that the two media centers in Maine are Bangor and Portland. Anne brought up the subject of money and where to get it. The working group would like it to be free. David Cheever and the Maine Arts Commission will be involved in planning. Maryalice noted that several other states have already done



Governors' Summits and several are planning them for the spring. All the governors will be invited by Governor King and Mary Herman.

At this point, task force reports were given.

Ad Hoc: Wofford bios were passed around along with invitations to the breakfast forum. Wofford will be flying in the evening of September 11 and leaving September 12 at 4:00. Maryalice reviewed the schedule for that day. Maryalice asked that the Commissioners let us know whether they will be attending. Volunteers are needed from the Commission to act as host, moderator, and to assist Paul with the press. JoAnne and Dawn volunteered to facilitate lunch. Paul stressed that it's urgent to get the word to the rest of the Commission that it's important they participate.

Fundraising for Partners in Service Grant: Paul reported there was little or no progress. He asked for help from other Commissioners. He noted that charitable budgets are being put together now.

Nominations Committee: Edie reported they had reviewed 5 resumes. They had selected four and decided to hold one pending more information. Paul noted that there is a high likelihood of a member stepping down and it's important they satisfy a geographical mix. The nominees will be sent to the Governor for his consideration. Maryalice said in the past it has taken up to ten weeks to get nominations from the Governor's Office.

### **III. Focus on Mission Responsibilities**

Maryalice said that she has completed the list of Commission orientation topics developed last winter except for Learn & Serve. She asked what the Commission would like to learn/discuss next. She pointed out that we do not have a strategic plan and it's time to talk about what to do about it. Paul suggested 1½ day retreat to put together the strategic plan. It was suggested this could be done at the fall conference if the Commission meeting is moved from morning to afternoon and held at the conference site.

The fall conference will be held October 15, 16, and 17. The program directors requested that launch be included in the conference. It was suggested that Learn & Serve be included in the conference. The 16th was suggested for a planning day for strategic planning. The end result would be a draft for public comment. Susanne suggested Maryalice give an orientation to new Commissioners on October 15 prior to the Commission meeting. Anne suggested that they can participate in the rest of the conference if they don't want to participate in strategic planning.

### **IV. Monitoring/Evaluation Responsibilities**

No monitoring reports this month.

### **V. Planning/Future Initiatives**

Maryalice said she would like to create a pool of nominees from which to choose from in the future.

It was decided to move the September Commission meeting back one week to September 24th. Time will be 9:30 am at State Planning. The October meeting will be at Point Sebago at 1:30 pm.

Peter noted that 85 VISTA members are attending orientation in Burlington right now. Maryalice noted there are two new national directs, one at Pinetree Legal and the other at DHS-Office of Childcare.

Before breaking for lunch the Commission watched the final version of the Commission video.

### **VI. Agenda Items for Next Meeting**

Items that were recommended for the September agenda: Judi will report back from MMA, Youth Connection update, update on VISTA projects.

The September meeting will be held at the State Planning Office in Augusta.

**Adjournment:** The meeting adjourned at 12:00 p.m.



# MAINE COMMISSION FOR COMMUNITY SERVICE

**Regular Meeting - State Planning Office, 184 State St., Augusta**

**Wednesday, September 24, 1997 Agenda**



**We want vibrant, productive communities with involved, responsible citizens.**

The mission of MCCS is to foster community service and volunteerism to meet human and environmental needs in

9:30 am	<b>Welcome, Announcements, Agenda Adjustments</b> <input checked="" type="checkbox"/> Introductions: Guests <input checked="" type="checkbox"/> Announcements and Meetings 1. Opening Day for Maine AmeriCorps & Learn/Serve 2. Commission Thanks <input checked="" type="checkbox"/> Additions or Deletions to Agenda	Chretien
9:45 am	<b>Business Reports and Actions</b> 1. Minutes from August Commission Meeting	Scott
9:50 am	2. Review/comments on reports from interns and consultants a. Technology & Marketing Activities -- recent activities, assistance b. Summit Working Group Progress	Leahy Schink
10:15	3. AmeriCorps Leader Report -- what it is, prep.	Allen
10:30	<b>Break</b>	
10:45	1. Reports from Task Forces a. Youth Task Force b. State Unified Position -- Review Round Table findings and draft position; acceptance of report; comments on position; plans for use; next steps in planning process 2. Fundraising for Partners in Service Grant -- Status report	Stebbins/Guests Hews/Peterson/ Sandusky  Chretien/Roberts
11:15	<b>Focus on Mission Responsibilities -- Commission discussion</b> 1. State Planning's goals/objectives/strategies MCCS impacts - 2. Overview of VISTA programs in Maine	Crofton Bender
11:45	<b>Monitoring/Evaluation Responsibilities</b> ➤ Review new programs; Program Liaison Assignments for 1997/98	Crofton/Maroon
12:00	<b>Planning/Future Initiatives</b> 1. October Planning Retreat and Meeting	
	<b>Wrap-up and Adjournment</b> <input checked="" type="checkbox"/> Agenda Items for Next Meeting: Learn & Serve Orientation (national & in-state); <input checked="" type="checkbox"/> Meetings to Schedule before Members leave: Unified State Position Task Force; Program Oversight; Marketing;	

**Note: Lunch is provided immediately following the meeting.**



**Maine Commission for Community Service**  
**September 24, 1997**  
**Meeting Minutes**

<b>Draft Date</b>	<b>Drafted by</b>	<b>Acceptance Date</b>	<b>Revisions Made?</b>
October 3, 1997	Brenda Ringrose		

The regular monthly meeting of the Commission convened at 9:30 at the State Planning Office in Augusta.

**Members Present:**

JoAnne Peterson	Peter Bender	Paul Chretien	Susanne Sandusky
Edith Scott	Catherine Lebowitz	Kathryn Tremper	Susanne Kibler-Hacker
Perry Gates	Mark Hews	Judi Stebbins	Joyce McPhetres
Everett Flannery	Kate Roberts		

**Members Absent:**

Lawrence LaPierre	Greg Lavertu	Susan Jennings	Norman Duzen
Diane Andrews	Bill Michaud	Patricia Toto	Ed Maroon
Dawn Girardin			

**Guests and Staff:**

Anne Schink	Brenda Ringrose	John Underwood	Grace Braley
Julie Foster			

**I. Welcome, Announcements, Agenda Adjustments**

Perry Gates called the meeting to order. He welcomed the new director of SERVE/ME, John Underwood to the group. Introductions were made. Grace announced that opening day will be part of the Fall Training Conference. Victoria Mares Hershey will be the keynote speaker for the opening celebration and swearing in ceremony.

Perry extended special thanks from the Commission to Susanne Sandusky, JoAnne Peterson, Mark Hews, Guy Quattrucci, Wanda Lincoln, Mal Coles, Dawn Girardin, John Baldacci, Tom Allen, and Paul Chretien for helping with the Wofford visit. Mark gave a brief review of the visit.

Grace noted that Aisha Allen was not able to come to the meeting today and will try to give her AmeriCorps Leader Report at the next meeting.

Edie Scott reported that Meg Woodcock and Diane Andrews had withdrawn their nominations. They have one other possibility to look at but the Commission needs some nominations in human services and a male between 16 and 21. The nomination committee agreed to meet before the next meeting.

**II. Business Reports**

The August minutes were approved. **Motion by JoAnne Peterson to accept the minutes; second Susanne Sandusky, passed unanimously.**

Anne gave a report on the summit working group. The project proposal was passed out. They have decided to go with the Augusta Civic Center for the location. The Girl Scouts will be the fiscal agent. There is a possibility of developing an internship for the registration process that would be housed at the Girl Scouts. The registration fee will be in the range of \$15. The Governor's Office has agreed to sponsor the event. The intention of the working group is that all living Governors will be the host committee. It still has not been decided who will part of the delegate body. Joanne Morency of Fleet Bank is now a member of the working group. America's Promise will provide technical assistance. Anne clarified the role of the working group and the steering committee. A Promise Book will be printed for corporations who have

made a commitment to community service. Anne said that someone was needed to help find corporate sponsors. Mark brought up the importance of bringing environmental/natural resources groups involved with the project design. **Motion by JoAnne Peterson** for the summit to represent the broadest possible definition of community service, bring environmental/natural resources groups into the project design from the beginning, and involve youth in planning and participation; **second Judi Stebbins, passed unanimously.**

After break, Julie Foster gave a presentation on the Maine State Youth Connection. She discussed their plans for 5 regional meetings, and their goal of having a state convention in the spring of 1998. Work of the Youth Connection is spreading mostly by word of mouth. A couple of youths are working on an internet page. Judi mentioned that many of the youths have to travel great lengths so additional camp space for meetings would be appreciated. Mark suggested the Poland Education Foundation may have funds available for the group. Peter suggested the youth put themselves up for adoption by a local business.

Mark gave an update on the State Unified Position. He thanked Maryalice and Anne for their work. He said the next step in the process is to call all stakeholders to the table to lay out a state unified plan. The Commission needs to make a clear statement on their position on community service. JoAnne suggested a few changes in the draft statement on the Maine Position on Community Service. **Motion by Mark Hews** to accept the round table report as presented, included in that is the Maine Position on Community Service statement with the modifications JoAnne suggested; **second Susanne Kibler-Hacker, passed unanimously.** JoAnne asked if there was going to be any feedback for the roundtable participants. Mark noted that the work of the round table served as the foundation for the position statement. Perry suggested a postcard could go out to the participants with a number to call to get a copy of the report.

Kate gave a report on the Fundraising for Partners in Service Grant. They have commitments from Mead Paper. Fleet Bank is interested in seeing the proposal. They have a meeting with Unitel in a few weeks. Maryalice and she have a meeting with the Juvenile Justice Advisory Group's grants committee. Perry suggested every commissioner generate two contacts.

### **III. Focus on Mission Responsibilities**

Kathleen Leyden of the State Planning Office gave a presentation on SPO's strategic plan, focusing on the objective that the work of the commission falls under.

Peter gave an overview of VISTA programs in Maine. There are currently 11 programs in Maine with 25 members. There should be another 8 positions for next year. He announced an opening for an AmeriCorp\*VISTA Leader at Workforce Development in Augusta.

### **IV. Monitoring/Evaluation Responsibilities**

Grace reviewed the new programs in Maine. Program liaisons are needed for the AmeriCorps and Learn & Serve programs. The commission spent a few moments discussing the role of the liaison. A list of current liaisons and programs will be sent to commissioners so they can decide which program they will act as a liaison for.

### **V. Planning/Future Initiatives**

Grace reviewed the conference details. Commissioners should plan to attend since its planning retreat is woven into the conference.

### **VI. Agenda Items for Next Meeting**

Items that were recommended for the October agenda: Learn & Serve orientation, Program Liaison sign up, AmeriCorps Leader presentation by Aisha Allen

The October meeting will be held at **Point Sebago** in **Casco** at **1:30pm.**

**Adjournment:** The meeting adjourned at 12:00 p.m.

**Maine Commission for Community Service**  
**October 15, 1997**  
**Meeting Minutes**

Draft Date	Drafted by	Acceptance Date	Revisions Made?
October 24, 1997	Brenda Ringrose		

The regular monthly meeting of the Commission convened at 1:30pm at Point Sebago in Casco.

**Members Present:**

Peter Bender	Paul Chretien	Susan Jennings	Dawn Girardin
Edith Scott	Kathryn Tremper	Susanne Kibler-Hacker	Norman Duzen
Mark Hews	Judi Stebbins	Everett Flannery	

**Members Absent:**

Lawrence LaPierre	Patricia Toto	Ed Maroon	JoAnne Peterson
Susanne Sandusky	Perry Gates	Catherine Lebowitz	Kate Roberts
Joyce McPhetres			

**Guests and Staff:**

Anne Schink	Brenda Ringrose	Ken Spalding	Marty Zanghi
Cheryl Ring	Maryalice Crofton	Caroline Allam	Liz McCabe Park
Frank Slobig	Steve Shaad	Allison Jennings-	

**I. Welcome, Announcements, Agenda Adjustments**

The Commission meeting convened at 1:45 pm in the Gazebo at Point Sebago in Casco where the AmeriCorps orientation conference was in session. Chairman Chretien started introductions which included visiting consultants for the Commission and Susan Jennings' infant daughter. Additions to the Agenda included discussion of a partnership between the Maine Recourse Conservation Districts, Corporation for National Service, and Commission. Liz McCabe-Park asked that the "Orientation to Learn & Serve" be moved up in the agenda. There being no objections, this was made the first order of business.

Frank Slobig of Aguirre International reviewed the "big picture" regarding Learn and Serve America. He pointed out that unlike other national service programs, the federal expectations around Learn & Serve are solely focused on the net effect or function not the format. This means there is less prescribed structure to how it looks in the field. The effect which is sought is to have increasing numbers of young people -- kindergarten through college -- involved in service that meets community needs while they pursue their academic work. An expectation of the Corporation for National Service for those states which participate in Learn & Serve is that schools will move forward on educational reform and a host of other education issues through implementation of Learn & Serve programming. He cited Pennsylvania as an example. There the Learn & Serve approach is focused on staff development and trying to impact higher education's teacher training curricula.

Regardless of the approach, the challenge for every state is to make modest resources go far. Learn & Serve is like its counterparts in CNS so far as there are multiple ways for funds to reach local communities and those avenues are not necessarily coordinated. There are funds which flow through the State Education Agencies (e.g., ME Dept. of Education). Other monies come in through State Commissions for community-based Learn and Serve. Finally, there are funds which are "national direct" since the grantees -- higher education institutions and multi-state non-profits (called Grant Making Entities or GMEs by feds) -- can apply directly to CNS and operate sites in local communities.



On a national level the financial resources for Learn and Serve are very modest: \$43 million total. These funds are apportioned among the categories of Learn & Serve as follows:

Learn & Serve program type	Federal Fund Total		Amount of Money in Maine	
Higher Education	\$11 million		\$264,000 (grant is ME & NH)	
K-12	\$32 million	\$20 mil SEAs	\$348,000	\$ 85,000 SEA
		\$ 5 mil CBO		\$126,000 CBO
		\$ 7 mil GME		*\$137,000 GME

\*The Maine Grant Making Entity is KIDS Consortium and their grant from CNS is for activity throughout New England. Thus, not all the funds are used in Maine.

The new Higher Education Learn & Serve grantee in Maine is Campus Compact. Liz McCabe Park gave a brief overview of this grant which was prepared jointly by the Maine Campus Compact and New Hampshire Campus Compact. Handouts distributed outlined the approach and focus for the next few years. The Grant Making Entity is KIDS Consortium. Caroline Allam gave a brief overview of their initiative which is known as KIDSNET. The SEA is the Dept. of Education which disburses their funds through the Learning Connections II Program. Ed Maroon provided handouts which Maryalice reviewed with Commissioners. Finally, the CBO grant was reviewed. It is the one with which Commissioners are most familiar because it is the Project Bond grant. This approach is in its final year and the Commission will have a chance to apply for another Community Based Learn & Serve effort in Spring 1998.

Commissioner Stebbins raised the question of how or if Learn and Serve ties to high school requirements for community service by students. There isn't a direct tie in any of the grants right now. A concern was expressed that mandated community service is not equating with meaningful community service in high schools right now. The Commission discussed how mandated service should be handled.

## II. Business Reports

The September minutes were approved. **Motion by Judi Stebbins** to accept the minutes; **second Mark Hews, passed unanimously.**

Intern Reports. Maryalice made a couple of announcements: Lisa Leahy (the MCCS Technology Intern) has accepted a regular job with the Dept of Education and will be done in two weeks. While this is great news for her, it leaves a void on our side. At the same time, the lead technical programmer for the Web Based Reporting System (WBRS-- pronounced Webbers) has left Aguirre for a job overseas. This means a lot of transitions but the major cause of delay in putting WBRS in the field is adoption of an electronic security system which takes five weeks to make operational.

Summit Follow-up. Cheryl Ring from the Governor's Office described a change in format which she and Susan Savell presented to the Summit Working Group last week. The Governor wants to fulfill the promise to have a follow up summit. His proposal is to have five institutes (one for each of the five resources) and perhaps a sixth one to wrap up. Funding for the institutes would need to be raised from non-government sources. Peter Bender questioned Cheryl regarding the Governor's commitment of resources to the institutes. An expansion of one event to six increases work and costs significantly. Cheryl indicated there was unlikely to be any funds from the Governor. Several people questioned the need to separate one event into six. A series makes focusing public attention on the issues difficult. It was suggested that several Commission members could meet with the Governor to work out the details. Cheryl agreed to arrange a meeting.

State Administrative Application for Commission Funding. Maryalice reported on the Administrative Grant. Deadline for completion is October 31. [Note: Deadline was subsequently revised by CNS to 11/18.] Judi and Paul agreed to review the budget.

AmeriCorps Leader. Aisha Allen the AmeriCorp leader was not present to give her presentation.

Nominations. Edie Scott reported for the Nominations Task Force. The group recommended Donald McDougal's nomination. The Commission is still lacking minorities, male youth, and a couple of counties are not represented. **Motion by Mark Hews** to accept the recommendation of the nomination task force and nominate Donald McDougal to the Commission; **second Susanne Kibler-Hacker, passed unanimously.**

Learn & Serve: Project BOND. Next there was a report on Alive & Well. Commissioners discussed the wisdom of continuing to fund a program which has not met its goals for year one. Recently they lost the second coordinator and most likely will not replace the person before Thanksgiving. This will make the third project leader in a year. There have been other problems with the project some of which the Program Liaison, Everett Flannery, noted on his visit in May. The support of the Alive and Well board does not seem strong and has contributed to the difficult implementation. **Motion by Everett Flannery** to discontinue grant funding due to inability to meet objectives; **second Judi Stebbins, passed unanimously.**

Partners in Service. Maryalice gave a report on the Fundraising for Partners in Service Grant. Last week the Juvenile Justice Advisory Group approved \$30,000 for this project. That means we now have 60% of the \$50,000 required match. Meade Paper Corporation has approved our request for match funds but have questions that need to be answered.

Further Discussion of Commission Thoughts on Summit. The Commission agreed early this year to be responsible for implementing the Summit Follow up in Maine. The new format poses some significant challenges and needs further consideration. At this point several commissioners (Susanne Kibler-Hacker, Everett Flannery, Mark Hews, Judi Stebbins, and Paul Chretien) agreed to meet next week to discuss the Commission's position on the Governors' Summit.

### **III. Monitoring/Evaluation Responsibilities**

Maryalice passed around a sign-up sheet for commissioners to sign up as Program Liaisons.

### **IV. Focus on Mission Responsibilities**

Moved to first item on the agenda.

### **V. Planning/Future Initiatives**

Commission's Planning Retreat. The schedule for the planning retreat which starts this evening was reviewed.

Partnership between MCCA, CNS, and Maine Natural Resource Conservation Services. Mark Hews reported on a proposal for a partnership which grew out of a conversation he had with Harris Wofford. That discussion prompted a letter from Darryl Dominick, the director of NRCS in Maine, to Harris suggesting a partnership between the two federal agencies that would include the Maine Commission. There has been encouragement at CNS and the Commission needs to discuss what their role would be in the partnership. NRCS is implementing locally led conservation efforts as a result of new parts in their federal legislation. This involvement of citizens is much like the Commission's goal of increased citizen participation and very much in line with the State Planning Office goal which MCCA is responsible for contributing to. Commissioners asked that Mark keep them apprised of developments.

### **VI. Agenda Items for Next Meeting**

Items that were recommended for the November agenda: Orientation for Program Liaisons, Governors' Summit decisions, Results of Planning Retreat.

The November meeting will be held at the State Planning Office in Augusta at 9:30am.

## Program Liaisons for 1997/1998 Grant Year

**Reminder:** This system pairs a Commissioner as a liaison to a program that is coordinated or directly funded by MCCS. The Program Liaison maintains a link between what is happening in “the field” and the discussions at Commission meetings. In November, the role description for Liaisons, the site visit reporting form, and advice from experienced liaisons will be part of “orientation” for all Commissioners -- those who have volunteered below and their colleagues.

Program	Liaison (Commissioner)	Program Director
<b><i>AmeriCorps Programs:</i></b>		
Associated Farmworkers Opportunity Program	Kay Lebowitz	Jack Frost
Blaine House Service Corps	Joyce McPhetres	Gaetano Quattrucci
College Conservation Corps	Judi Stebbins	Ken Spalding/David Gerkins
AmeriCorps Works for ME	JoAnne Peterson	Tom Kane
Maine's Promise	Mark Hews	Marty Zanghi/Kate Webb
ACT	Everett Flanery	Marsha Lovell
Safer Families	Nan Heald	Kathy Tremper
Teach Maine	Susanne Kibler-Hacker	Steve Niles
SERVE/Maine Volunteer Leaders		Ken Spalding/Jon Underwood
DownEast Community Health Corps	Norm Duzen	Eunice Rescott
<b><i>Learn &amp; Serve Programs:</i></b>		
Change Gang/Arundel School Dept.	Kate Roberts	Michael Richards
SAD 51, Service Learning & the Environment		Kathy Coyle
GoodWill-Hinckley, Serving to Learn	Edie Scott	Deborah Staber
SAD 48, Service Learning Initiative		Pamela Paquin
Portland Public Schools		William Shuttleworth
SAD 52, Making Academic Connections to the Real World		Doris Bonneau
SAD 24, Project Sweet	Susanne Sandusky	Roderick Wright
ME Youth Partnership for AIDS Prevention	Mark Hews	Jon Pritchard
A Course in the Common Good-Opportunities Alternative School	Perry Gates	Dianne Webb
Mountain Valley Youth Service Team, Rumford Group Home	Susan Jennings	Diane Furst
Bicentennial Path Project, Downeast Family YMCA	Norm Duzen	Rob Eaton
Alternative Ed Service-Learning Course, SAD 17		Michael Newsom
SLICER, Morris Farm Trust	Dawn Girardin	Deanna Bailey
Entrepreneurial Training/Small Business Development Center for Downeast Maine	Norm Duzen	Geoff Zentz
OPTIONS, SAD 71		Bob Birmingham
Maine Campus Compact	Judi Stebbins	Liz McCabe-Park



# MAINE COMMISSION FOR COMMUNITY SERVICE

**Regular Meeting - State Planning Office, 184 State St., Augusta**

**Wednesday, November 19, 1997 Agenda**



*We want vibrant, productive communities with involved, responsible citizens.*

*The mission of MCCS is to foster community service and volunteerism  
to meet human and environmental needs in Maine.*

9:30 am	<b>Welcome, Announcements, Agenda Adjustments</b> <input checked="" type="checkbox"/> Call to Order <input checked="" type="checkbox"/> Introductions: Guests <input checked="" type="checkbox"/> Announcements and Meetings <input checked="" type="checkbox"/> Additions or Deletions to Agenda	Chretien
9:40 9:45 9:55	<b>Business Reports and Actions</b> 1. Minutes from October Commission Meeting 2. Maine State Youth Connection Update 3. Staffing Changes	Scott Braley Crofton
10:00 10:05	1. Reports from Task Forces a. Nominations -- Call for officers (elections happen in January) b. Partners in Service Grant -- Status report	Scott Chretien/Crofton
10:10	<b>Monitoring/Evaluation Responsibilities</b> ➤ Program Liaison Orientation and Assignments for 1997/98	Crofton/Schink
10:30	<b>Break</b>	
10:45	<b>Focus on Mission Responsibilities -- Commission discussion</b> 1. Report on Planning Retreat --> Draft State Unified Plan	Hews, Bender, McCabe-Park, Maroon
11:15 11:45	<b>Planning/Future Initiatives</b> 1. AdHoc Commission Group on Summit in Maine a. Update, decisions, assignments 2. America Reads Call for Proposals	Flannery, Hews, Stebbins, Hacker Crofton
12:00 12:15 12:30	<b>Wrap-up and Adjournment</b> <input checked="" type="checkbox"/> Network News <input checked="" type="checkbox"/> Agenda Items for Next Meeting: _____ <input checked="" type="checkbox"/> Meetings to Schedule before Members leave: Program Oversight; Marketing; Nominations <input checked="" type="checkbox"/> Adjourn	

**Note: To avoid unexcused absences, please notify the office when you will not attend. This also helps with planning for lunch.**





# **Maine Commission for Community Service**

**November 19, 1997**

## **Meeting Minutes**

<b>Draft Date</b>	<b>Drafted by</b>	<b>Acceptance Date</b>	<b>Revisions Made?</b>
December 2, 1997	Brenda Ringrose		

The regular monthly meeting of the Commission convened at 9:30am at the State Planning Office.

### **Members Present:**

Peter Bender	Paul Chretien	Dawn Girardin	Joyce McPhetres
Edith Scott	Kathryn Tremper	Susanne Kibler-Hacker	Catherine
Lebowitz			
Mark Hews	Judi Stebbins	Everett Flannery	Ed Maroon
Susanne Sandusky	Kate Roberts	Perry Gates	

### **Members Absent:**

Lawrence LaPierre	Patricia Toto	JoAnne Peterson
Susan Jennings	Norman Duzen	

### **Guests and Staff:**

Anne Schink	Brenda Ringrose	Ken Spalding	Maryalice Crofton
Sue Card	Grace Braley		

## **I. Welcome, Announcements, Agenda Adjustments**

Chair Paul Chretien called the meeting to order.

## **II. Business Reports**

The October minutes were approved. **Motion by Edie Scott** to accept the minutes; **second Susanne Kibler-Hacker, passed unanimously.**

Maine State Youth Connection. Grace reported on the progress of the Youth Connection. Regional meetings have been held in Farmington, Presque Isle, and Bangor. State wide meetings continue to be held. The YMCA in Oldtown volunteered to hold a meeting there. Grace emphasized the importance of the youth defining their purpose. They are currently planning a convention in April. Most likely it will be a one day event. There are many issues that the youth have said they want addressed, among them: teen pregnancy, drugs & alcohol, sex, and a place to go where they can hang out.

Staffing Changes. Maryalice reported on staffing changes. Due to an increased activity level over the past year and limited desk space, there will be a half-time position in addition to the full-time position vacated by Grace. The full-time position will be responsible for continuing work on the Youth Connection, outreach and public education, and coordinating training events. The half-time position will be responsible for technical assistance to the programs the Commission is responsible for. The jobs will be posted internally for 10 days.

### Reports from Task Forces.

**Nominations Committee** Maryalice reported for the Nominations Task Force. Elections for officers will be held in January for the positions of chair, vice-chair, and secretary. If anyone is interested in any of these positions let the Nominations Task Force know. Currently Paul is the Chair, Perry the Vice-Chair, and Edie the Secretary. Elections will be held at the January meeting.



**Partners in Service** Paul reported that Mead will provide the remaining balance of the grant(\$20,000). The money should be received by the end of the year along with the \$30,000 awarded by the Juvenile Justice Advisory Group. Maryalice noted that Mead is active in service at the national level in the towns they operate in. They have asked the Commission to work with them on a local community development team.

The Maine Development Foundation is the fiscal agent for the Partners in Service project but Maryalice asked the Commission to consider whether they want to stay with one partner or have several partners.

### **III. Monitoring/Evaluation Responsibilities**

Program Liaison Orientation A liaison role description was passed out. Everett said that the liaison's role is to help programs get the technical assistance they need. Maryalice noted that it was important for the Commission to stay linked with the places they have an investment with. The scheduled times for visits are at the end of the first and second quarters, but visits may occur more frequently. The following Commissioners agreed to act as liaisons for the program listed:

Paul-SAD 48, Service Learning Initiative  
Judi-SERVE/ME  
Kate-Portland Public Schools, Douglass Street Parks Project  
Dawn-SAD 17, Alternative Ed Service

Three programs are without program liaisons. Everett suggested each Commissioner have a copy of the grant from their program.

After break Peter Bender announced that he had accepted a new position elsewhere and would be leaving CNS at the end of the year. Paul expressed thanks from the Commission for all his support over the years.

### **IV. Focus on Mission Responsibilities**

Report on Planning Retreat Mark reported on the State Unified Plan. He passed out a draft of the plan. The draft is a result of the work with the community round tables and incorporates the Presidents' Summit. Tomorrow there is a meeting to continue work on the plan. At any point before the end of the year, people may call Mark with comments or suggestions. He also recognized Sue Card who served on the group as well.

### **V. Planning/Future Initiatives**

AdHoc Commission Group on Summit in Maine After the October Commission meeting Mark, Everett, Judi, Susanne Kibler-Hacker, and Maryalice met to discuss the Commission's position on the summit. They decided it was essential that all five resources are highlighted. After that meeting Mark spoke with the Governor on the phone and the only uncertainty was whether the Governor would demonstrate commitment by pledging money. The basic structure will be an opening institute, then five institutes(one for each of the five resources), and a closing institute. The institutes will start in March and continue through September of 1998. The Commission will take the lead with staff support from the Governor's Office and Communities for Children. Every commissioner is encouraged to become involved so that it will be a success. Mark volunteered to work on the first institute. The cap for the budget is \$30,000. CNS will provide \$20,000 and \$4,000 has already been received. Maryalice noted that the working group needs to be expanded. A task list was passed out and Commissioners were asked to volunteer for their preference. Joyce questioned why the five resources couldn't be done at once. Several Commissioners stated that it was important to do this well. Peter stated that he was willing to commit as many VISTAs as needed. **Motion by Mark Hews** for the Commission to officially endorse and commit to sponsoring seven institutes in 1998 for the purposes

of strengthening the five resources in Maine, **second Everett Flannery**. Perry Gates asked if their were enough resources to stage an event of this size. The Governor will not be involved in raising funds. **Motion passed unanimously**. Mark said the Governor is expecting an official proposal to be presented to him. The Commission has a meeting scheduled with the Governor on December 5. Paul, Judi, Mark, Everett, and Maryalice will represent the Commission.

America Reads AmeriCorp state programs will be able to compete for \$19 million to establish a program that follows America Reads vision. Maryalice stressed that America Reads is a goal, not a teaching method. State commissions will have an opportunity to put together one proposal. Partners need to have literacy experience and an ability to generate a lot of volunteers. There will be a meeting for those interested December 3rd at the State Planning Office. February 12, 1998 is the deadline for submissions.

#### **VI. Agenda Items for Next Meeting**

Items that were recommended for the December agenda: Nominations, America Reads

The December meeting will be held at the State Planning Office in Augusta at 9:30am.

**Adjournment:** The meeting adjourned at 12:15 p.m.



# MAINE COMMISSION FOR COMMUNITY SERVICE

Regular Meeting - State Planning Office, 184 State St., Augusta

Wednesday, December 17, 1997 Agenda



*We want vibrant, productive communities with involved, responsible citizens.*  
*The mission of MCCS is to foster community service and volunteerism*  
*to meet human and environmental needs in Maine.*

9:30 am	<b>Welcome, Announcements, Agenda Adjustments</b> <input checked="" type="checkbox"/> Call to Order <input checked="" type="checkbox"/> Introductions: New Staff and Guests <input checked="" type="checkbox"/> Announcements and Meetings <input checked="" type="checkbox"/> Additions or Deletions to Agenda	Chretien
9:45 9:50	<b>Business Reports and Actions</b> 1. Minutes from November Commission Meeting 2. Staff report	Scott Schink/Crofton
10:05 10:20 10:25	1. Reports from Task Forces a. Nominations -- Suggested Slate for officers (elections happen in January) and progress of nominations submitted b. Partners in Service Grant -- Status report c. Unified State Plan Task Force	Scott Crofton Hews
11:00	<b>Monitoring/Evaluation Responsibilities</b> ➤ Renewal time for AmeriCorps/Submit new grant for Learn & Serve	Crofton
11:05	<b>Break</b>	
11:15	<b>Focus on Mission Responsibilities -- Commission discussion</b> 1. Review of reauthorization submitted to Congress	Crofton
11:30	<b>Planning/Future Initiatives</b> 1. Governor's Service Institutes a. Update, decisions, assignments	Crofton
11:45 12:15 12:30	<b>Wrap-up and Adjournment</b> <input checked="" type="checkbox"/> Network News <input checked="" type="checkbox"/> Agenda Items for Next Meeting: _____ <input checked="" type="checkbox"/> Meetings to Schedule before Members leave: Program Oversight; Marketing; Nominations <input checked="" type="checkbox"/> Adjourn	

**Note:** To avoid unexcused absences, please notify the office when you will not attend. This also helps with planning for lunch.



**Maine Commission for Community Service  
December 17, 1997  
Meeting Minutes**

<b>Draft Date</b>	<b>Drafted by</b>	<b>Acceptance Date</b>	<b>Revisions Made?</b>
December 17, 1997	Brenda Ringrose		

The regular monthly meeting of the Commission convened at 9:30am at the State Planning Office.

**Members Present:**

Paul Chretien	JoAnne Peterson	Edith Scott	Kathryn Tremper
Mark Hews	Judi Stebbins	Everett Flannery	Ed Maroon
Perry Gates			

**Members Absent:**

Lawrence LaPierre	Patricia Toto	Peter Bender	Joyce McPhetres
Susan Jennings	Dawn Girardin	Catherine Lebowitz	Susanne Sandusky
Susanne Kibler-Hacker	Kate Roberts		

**Guests and Staff:**

Anne Schink	Brenda Ringrose	Ken Spalding	Maryalice Crofton
Sue Card	Heather Chandler	Ken Murray	Susan Therriault

**I. Welcome, Announcements, Agenda Adjustments**

Chair Paul Chretien called the meeting to order. Introductions were made. The Commission observed a moment of silence in memory of Norm Duzen.

**II. Business Reports**

The November minutes were approved. **Motion by Mark Hews** to accept the minutes; **second Everett Flannery, passed unanimously.**

Staff Report. Maryalice reported that Faye Luppi will be the Project Manager for the Service Institutes for six months, starting December 29. She will be supervising two VISTAs, Martha Putnum and one position yet to be filled. There will also be a VISTA position assigned to work with the Maine State Youth Connection.

Reports from Task Forces.

**Nominations Committee** Edie reported for the Nominations Task Force. Their recommendations for officers are: Everett Flannery for chair, Perry Gates for vice-chair, and Edie Scott for secretary. **Motion by Mark Hews** that the nominations be approved as submitted for a vote at the January meeting; **second JoAnne Peterson, passed unanimously.** Maryalice reported that the Commissioner nominations sent to the Governor's Office had been posted December 12. If there are no objections they can be sworn in by the January meeting. Paul noted that Norm's death creates a vacancy. Ken Murray from RSVP agreed to get a nominee by the January meeting. Perry found a youth who is willing to serve and will get his name and address to M CCS staff before the end of December.

**Partners in Service** Maryalice reported that the application for funds was distributed to AmeriCorps directors. January 30 is the due date. Two volunteers from the Commission are needed to review applications along with representatives of the funding partners.

**Unified State Plan Task Force** Mark passed out a new draft of the plan. This draft is organized by the four major goals: Expanding Service, Promoting the Value of Service, A Reliable Source of Information, and Model for Training. The position statement is the same. The final draft will be available after public comment on January 21. February 15 is the deadline to submit it to the Corporation.

### **III. Monitoring/Evaluation Responsibilities**

AmeriCorps Renewal Proposals State Competitive proposals are due January 16 and State Formulas are due April 15.

Learn & Serve Grant Application Sue Card reported that they would like the Youth Connection to play some type of role in the grant application process. Next month some BOND grantees have offered to share their experiences with the Commission. Mid-March will be the application deadline. Maryalice asked the Commission to consider how they would like the proposal developed (people from the field or people from the Commission.) **Motion by Mark Hews** that the Commission endorses submitting a new grant application for Learn & Serve funding by a group charged with putting together a proposal that will be submitted to the Commission; **second Edie Scott, passed unanimously.** Sue Card, Heather Chandler, Ed Maroon, and Judi Stebbins will form a task force to shape the next proposal. Sue will convene the meeting.

### **IV. Focus on Mission Responsibilities**

Review of Reauthorization Maryalice presented a review of the reauthorization. The current CFR sections can be found on the MCCS web page. Some of the changes include:

#### *Service Learning*

- added as purpose in act
- authorizes training/technical assistance fund use for these programs
- states receive at least \$100,000/year
- 70% of appropriation to States; 30% competitive
- authorizes demonstration projects to improve or expand service-learning programs
- State Commissions and State Higher Ed agencies may apply for higher ed service learning funds

#### *AmeriCorps Crew Programs*

- grants to Federal agencies are prohibited
- limited CNS share of per-Member costs
- all programs eligible for PDAT support
- increases funds allocated to States (70% to formula; 30% for State Competitive)
- increased funds for Members with disabilities
- adds criteria for grant awards - ability to generate volunteers
- provides for adjustments to living allowance to Members

#### *National Civilian Community Corps*

- adds disaster relief to purpose
- increases minimum age of NCCC Members to 18
- Corps members with supervisory experience may be appointed as Team Leaders
- emphasizes state projects to be environment and disaster relief
- adds director of FEMA to NCCC advisory board
- adds non-profit representative to the board

#### *State's Administration*

- Commission minimum increases to \$200,000



- reduces matching fund requirements
- removes authority to make challenge grants
- modifies Grievance procedures for members
- establishes process to resolve displacement complaints
- provides for Service Agreements with Governors

#### *National Trust & Ed Awards*

- Allows Trust Funds to be used for National Service Scholars
- CNS may change minimum age for ed award eligibility from 17 to another age
- clarifies pro-rated ed award criteria
- individuals may receive no more than aggregate value of two ed awards
- clarifies relationship between ed award and Federal student aid

#### *VISTA amendments*

- adds to purpose, creating sustainability of sponsors
- allows coordinated recruitment and public awareness
- VISTAs to receive info/support to make post-service transition, Family Medical Leave
- encourages cost-shares
- limits VISTAs to three years of service
- projects to be selected on merit and sustainability

#### *Senior Corps*

- adds emphasis on community needs, allows NSSC to address nationally significant areas
- NSSC participants who commit to leadership positions are supported to offset costs of volunteering
- reduces age for FGP and SCP from 60 to 55
- FGP eligibility changed from 125% of poverty level to 150%
- allows for FGP participants who are not low-income

### **V. Planning/Future Initiatives**

Governor's Service Institutes JoAnne stated that she was concerned about the Commissions level of involvement in the Service Institutes and would like their role to be reduced. Maryalice announced that UMA has offered to be the host with no fees for the site. The calendar is being developed. People's Heritage has signed on as an underwriter. Other underwriters include: Bell Atlantic & Fleet Bank. MBNA is considering being a sponsor and Blue Cross/Blue Shield has asked to look at the proposal. The goal is to have six institutes by summer and a wrap-up event in the fall.

Other business Judi volunteered to go to the Atlantic Cluster meeting scheduled for the end of March. Susan Therriault announced the availability of funds for AmeriCorps\*VISTA grants for America Reads projects. The Program Oversight task force agreed to meet at 2:00pm at the next Commission meeting. Everett asked that the program liaisons be sent a copy of their program's grant application.

### **VI. Agenda Items for Next Meeting**

Items that were recommended for the January agenda: Unified State Plan, election of officers, nomination from Senior Corps & Perry Gates, Learn & Serve

The January meeting will be held at the State Planning Office in Augusta at 9:30am.

**Adjournment:** The meeting adjourned at 12:15 p.m.